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10. Certification Guided Script

The Certification Guided Script requires the user to complete information required to certify a participant or re-certify an existing participant to receive WIC benefits. The guided script also allows for visual verification that all required steps are taken and that the necessary information is collected prior to the end of the certification attempt process and before the issuance of food instruments.

10.1 Menu Bar Exceptions

The Guided Script Menu becomes enabled when the Certification Guided Script is active.

10.1.1 Guided Script Menu

This menu allows the user to access the functions of the Certification Guided Script. The menu is enabled when the Certification Guided Script window is active. It has a mnemonic of "G" and does not have a shortcut key. The Guided Script Menu displays the following menu items:

- Demographics
- EBT Household Demographics
- Health Information
- Height/Weight/Blood
- Immunizations
- VENA
- Risk Factors/High Risk
- Referrals/Other Programs
- Nutrition Education
- Food Prescription
- Create SOAP Notes
- CPA-determined Follow-up
- Issue Benefits
- Review Certification for Errors
- End Certification
- Close Certification
- Work with Another Household Member

10.1.2 Menu Items

10.1.2.1 Demographics Menu Item

The menu item is enabled when the Certification Guided Script window is active. It has a mnemonic of "D" and does not have a shortcut key.

10.1.2.2 EBT Household Demographics Menu Item

The menu item is enabled when the Certification Guided Script window is active. It does not have a mnemonic and does not have a shortcut key.

10.1.2.3 Health Information Menu Item

The menu item is enabled when the Certification Guided Script window is active. It has a mnemonic of "I" and does not have a shortcut key.

10.1.2.4 Height/Weight/Blood Menu Item

The menu item is enabled when the Certification Guided Script window is active. It has a mnemonic of "H" and does not have a shortcut key.

10.1.2.5 Immunizations Menu Item

The menu item is enabled when the WIC Category of the participant is Infant or Child. It has a mnemonic of "Z" and does not have a shortcut key.

10.1.2.6 VENA Menu Item

The menu item is enabled when the Certification Guided Script window is active. It has a mnemonic of "K" and does not have a shortcut key.

10.1.2.7 Risk Factors/High Risk Menu Item

The menu item is enabled when the Certification Guided Script window is active. It has a mnemonic of "S" and does not have a shortcut key.

10.1.2.8 Referrals/Other Programs Menu Item

The menu item is enabled when the Certification Guided Script window is active. It has a mnemonic of "O" and does not have a shortcut key.

10.1.2.9 Nutrition Education Menu Item

The menu item is enabled when the Certification Guided Script window is active. It has a mnemonic of "N" and does not have a shortcut key.

10.1.2.10 Food Prescription Menu Item

The menu item is enabled when the Certification Guided Script window is active. It has a mnemonic of "F" and does not have a shortcut key.

10.1.2.11 Create SOAP Notes Menu Item

The menu item is enabled when the Certification Guided Script window is active. It has a mnemonic of "A" and does not have a shortcut key.

10.1.2.12 CPA-determined Follow-up Menu Item

The menu item is enabled when the Certification Guided Script window is active. It has a mnemonic of "P" and does not have a shortcut key.

10.1.2.13 Issue Benefits Menu Item

The menu item is enabled when the Certification Guided Script window is active. It has a mnemonic of "U" and does not have a shortcut key.

10.1.2.14 Review Certification for Errors Menu Item

The menu item is enabled when the Certification Guided Script window is active. It has a mnemonic of "R" and does not have a shortcut key.

10.1.2.15 End Certification Process Menu Item

The menu item is enabled when the Certification Guided Script window is active. It has a mnemonic of "E" and does not have a shortcut key.

10.1.2.16 Close Certification Menu Item

The menu item is enabled when the Certification Guided Script window is active. It has a mnemonic of "C" and does not have a shortcut key.

10.1.2.17 Work with Another Household Member Menu Item

The menu item is enabled when the Certification Guided Script window is active. It has a mnemonic of "W" and does not have a shortcut key.

10.1.3 Guided Script Menu Processing

10.1.3.1 Certification Guided Script Menu

Refer to Certification Guided Script Processing for the following

- Demographics
- EBT Household Demographics
- Health Information
- Height/Weight/Blood
- Immunizations
- VENA
- Risk Factors/High Risk

- Referrals/Other Programs
- Nutrition Education
- Food Prescription
- Create SOAP Note
- CPA-determined Follow-up
- Issue Benefits

10.1.3.2 Certification Guided Script Toolbar

Refer to Certification Guided Script Toolbar Processing for the following:

- Review Certification for Errors
- End Certification
- Close Certification

10.1.3.3 Work with Another Household Member

Upon selection of Work with Another Household Member, a check is performed to determine whether there are additional household members. If there are no other household members associated with the selected participant's household ID, a standard message dialog is invoked with the text, "No additional members exists for this household." Upon dismissing the message, focus is returned to the participant's guided script.

If additional members are found with the associated household ID, the system will display the Work with Another Household Member (Certification Guided Script) dialog defined in Common Interface Panels, [Chapter B - Work with Another Household Member](#).

10.2 Toolbar Exceptions

The Guided Script Toolbar buttons become enabled when the Certification Guided Script is active.

10.2.1 Certification Guided Script Toolbar

The Certification Guided Script toolbar buttons allow the user to perform functions specific to Certification reviewing, ending, and closing a certification for a participant.



Figure 1 - Certification Guided Script Toolbar

10.2.1.1 Review Certification for Errors Toolbar Button

The toolbar button is enabled when the Certification Guided Script window is active. It has a tool tip text of "Review Certification for Errors".

10.2.1.2 End Certification Process Toolbar Button

This toolbar button allows the user to end the certification attempt without issuing benefits for the participant. This allows for circumstances where benefits would not be issued even though the participant was certified. The toolbar button is enabled when the Certification Guided Script window is active. It has a tool tip text of "End Certification Process".

10.2.1.3 Close Guided Script Toolbar Button

The toolbar button is enabled when the Certification Guided Script window is active. It has a tool tip text of "Close Certification".

10.2.2 Certification Guided Script Toolbar Processing

10.2.2.1 Review Certification for Errors

Upon selection of the Review Certification for Errors toolbar button or menu item, the system will invoke the Review Certification for Errors process.

10.2.2.2 End Certification Process

Upon selection of the End Certification Process toolbar button or menu item, if the user does not have the appropriate permissions (Certification.FullControl), a standard error dialog is invoked with the text, "You do not have the necessary permissions to update Certification. Please see the supervisor."

If the user has necessary permissions (Certification.FullControl), the system will run the Review Certification for Errors process and invoke the Review Certification for Errors event log if errors are found.

When the above-listed edits are satisfied, a standard message dialog is invoked with the text, "Certification information is correct/". The system will then determine if the participant is adjunctively, presumptively, or income eligible for WIC benefits. In addition, the system will determine if at least one (1) risk factor was assigned to the participant for the current certification attempt. If any of these conditions are not met, the system will invoke the Mark Applicant As Ineligible dialog.

When the participant is found to be eligible, the system will determine if the participant meets the criteria to be served in case of a waiting list situation. If the participant does not meet the currently serving criteria, the Add Participant to Waiting List dialog defined in Clinic, [Chapter 02 – Waiting List](#) is invoked.

When the participant is found to be eligible and is not placed on the waiting list, the Participant is Certified dialog defined in this chapter is invoked.

10.2.2.3 Close Guided Script

Upon selection of the Close Guided Script Toolbar Button or menu item, the Certification Guided Script window will be closed and focus is returned to the Participant List window.

10.3 Certification WIC Category

The Certification WIC Category dialog is automatically displayed before the Certification Guided Script window for a woman participant who has been previously certified or is currently certified and is attempting to re-certify for WIC.

Certification WIC Category

This woman will be certified as

☐ Pregnant

☐ Breastfeeding

☐ Non-breastfeeding

Is This a New Pregnancy

☐ Yes ☐ No

If this is not a new pregnancy, UPDATE the Health Information in the Participant Folder before starting a new certification.

Do you want to start a certification attempt for the participant?

Figure 2 - Certification WIC Category Dialog

10.3.1 Controls

10.3.1.1 This woman will be certified as Radio Button Group

The radio button group is enabled when the Certification WIC Category dialog is active and the participant has been previously certified or is currently certified and the participant is being recertified within 45 days prior to her certification end date.

The radio button group will be disabled when the Certification WIC Category dialog is active and the participant is currently certified as postpartum (Breastfeeding or Non-Breastfeeding) and the participant is being recertified more than 45 days before her certification end date.

If the option is disabled it will default to Pregnant. Otherwise, the user must make a selection for The control.

It will consist of the following radio buttons:

- Pregnant
- Breastfeeding

- Non-Breastfeeding

When a selection is made in The control the current selection in the Is This a New Pregnancy radio button group will be cleared when it is enabled. The current selection in the Is This a New Pregnancy radio button group will be set to YES when it is disabled.

10.3.1.2 Is this a new pregnancy Radio Button Group

It will consist of the following radio buttons:

- Yes
- No

When the Certification WIC Category window is active, this radio button group will be enabled and no radio button will default as selected except when the following conditions apply:

Conditions	Enabled	Default
The participant is currently certified as postpartum, is being recertified more than 45 days before their certification end date.	No	Yes radio button
No selection has been made in the This woman will be certified as radio button group.	No	{ none }
The previous certification attempt was not completed, and the incomplete certification attempt was either terminated for the reason <i>No Nutritional Need</i> or the attempt was marked as ineligible for either the reason <i>Over Income</i> or <i>Certification attempt not completed in time</i> .	Yes	Yes radio button
The Pregnant radio button is selected in the This woman will be certified as radio button group.	No	Yes radio button
The participant is currently certified as Pregnant, the Non-breastfeeding radio button is selected in the This woman will be certified as radio button group, and the difference between the current system date and the Expected Delivery Date of the participant is 9 months or more. This is considered a new pregnancy.	No	Yes radio button
The participant is currently certified as Pregnant, the Non-breastfeeding radio button is selected in the This woman will be certified as radio button group, and the difference between the current system date and the Expected Delivery Date of the participant is under 9 months.	Yes	{ none }
The participant is currently certified as Non-breastfeeding, the Non-breastfeeding radio button is selected in the This woman will be certified as radio button group.	No	Yes radio button

Conditions	Enabled	Default
The participant is currently certified as Breastfeeding, the Non-breastfeeding radio button is selected in the This woman will be certified as radio button group, and the difference between the current system date and the Actual Delivery Date of the participant is more than 6 months. This is considered a new pregnancy.	Yes	Yes radio button
The participant is currently certified as Breastfeeding, the Non-breastfeeding radio button is selected in the This woman will be certified as radio button group, and the difference between the current system date and the Actual Delivery Date of the participant is 6 months or less.	Yes	{none}
The participant is currently certified as Pregnant, the Breastfeeding radio button is selected in the This woman will be certified as radio button group, and the difference between the current system date and the Expected Delivery Date of the participant is more than 15 months. This is considered a new pregnancy.	No	Yes radio button
The participant is currently certified as Pregnant, the Breastfeeding radio button is selected in the This woman will be certified as radio button group, and the difference between the current system date and the Expected Delivery Date of the participant is 15 months or less.	Yes	{none}
The participant is currently certified as Breastfeeding, the Breastfeeding radio button is selected in the This woman will be certified as radio button group, and the difference between the current system date and the Actual Delivery Date of the participant is more than 12 months. This is considered a new pregnancy.	No	Yes radio button
The participant is currently certified as Breastfeeding, the Breastfeeding radio button is selected in the This woman will be certified as radio button group, and the difference between the current system date and the Actual Delivery Date of the participant is 12 months or less.	Yes	{none}
The participant is currently certified as Non-breastfeeding, the Breastfeeding radio button is selected in the This woman will be certified as radio button group, and the difference between the current system date and the Actual Delivery Date of the participant is more than 12 months. This is considered a new pregnancy.	No	Yes radio button

Conditions	Enabled	Default
The participant is currently certified as Non-breastfeeding, the Breastfeeding radio button is selected in the This woman will be certified as radio button group, and the difference between the current system date and the Actual Delivery Date of the participant is 12 months or less.	Yes	{none}

10.3.1.2.1 Edits

If the option is disabled it will default to Yes. Otherwise, the user must make a selection for The control.

10.3.1.3 Yes Button

The Yes button is enabled when the Certification WIC Category dialog is active. It has a mnemonic of "Y" and is the default button for the window.

10.3.1.4 No Button

The No button is enabled when the Certification WIC Category dialog is active. It has a mnemonic of "N" and is the cancel button for the window.

10.3.2 Processes

This section describes the processes (navigation) that take place as a result of the actions taken on the Certification WIC Category dialog.

10.3.2.1 Initializing the Interface

Conditions	Enabled	Default
The participant is currently certified, is being recertified within 45 days of her certification end date	Yes	{none}
The participant is currently certified as postpartum, is being recertified more than 45 days before her certification end date	No	Pregnant radio button

10.3.2.2 Begin Certification

Upon selection of the Yes button, the system assigns the WIC Category selected in the Certification WIC Category window to the new certification. The system invokes the Certification Guided Script and creates a new certification record for the member in the CertContact table defined in the Certify Participant section below. The selected WIC Category value is used to update the Member table defined in the Certify Participant section below.

If Yes is selected in the Is this a new pregnancy Radio Button Group the system will then create a new pregnancy record for the participant. If No is selected in the Is this a new pregnancy Radio Button Group the system will link the previous pregnancy record to the new certification record.

10.4 Certification Guided Script

The Certification Guided Script window allows the user to view the steps that have been taken for the current certification attempt for the participant. It also allows the user to view current information and assigned risk factors for the participant. It is invoked in response to the following user actions:

- Display the Participant Folder window defined in [Clinic Chapter 09 – Participant Folder](#). On the Participant Activities menu, click Certification.
- Display the Participant Folder window defined in [Clinic Chapter 09 – Participant Folder](#). Click the Certification toolbar button.

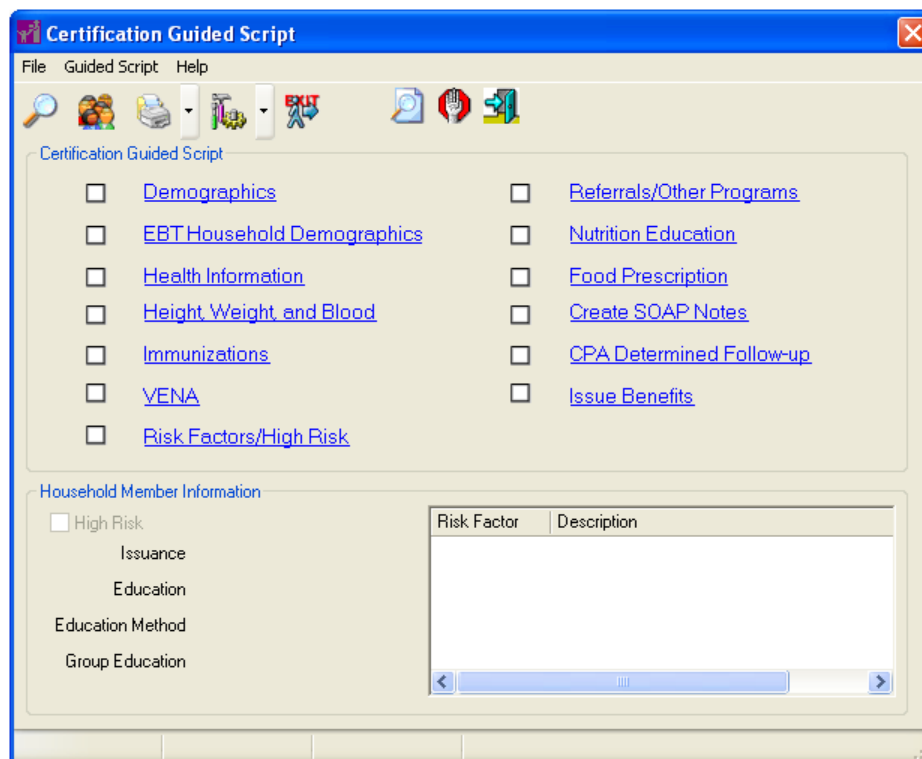


Figure 3 - Certification Guided Script Window

10.4.1 Controls

This section describes the behavior of the controls on the Certification Guided Script window.

10.4.1.1 Certification Guided Script Links and Check Boxes

A link for each section of the Certification Guided Script will be displayed. A system-controlled check box will be displayed to indicate whether or not the link has been accessed.

The links on the Certification Guided Script are displayed are as follows:

- Demographics
- EBT Household Demographics
- Health Information
- Height, Weight and Blood
- Immunizations
- VENA
- Risk Factors/High Risk
- Referrals/Other Programs
- Nutrition Education
- Food Prescription
- Create SOAP Notes
- CPA-determined Follow-up
- Issue Benefits

All links are visible except the EBT Household Demographics link, which is only visible if the Electronic Benefit Transfer (EBT) food delivery system is enabled for the clinic. (For more information about enabling the Electronic Benefit Transfer (EBT) food delivery system, see the Update Clinic Dialog section of [Application Administration Chapter 09 - Reference Utility](#).)

All links listed with the exception of the Immunizations link is enabled when the Certification Guided Script window is active.

The Immunizations link is enabled when the WIC Category of the Participant is an Infant or a Child. If the WIC Category is Pregnant, Breastfeeding, or Non-breastfeeding, the link is disabled.

The icon displayed with the link is determined by the value displayed for that item in the GSControl table. If the value = 'Y', an icon of a check box with a check will display. If the value = 'N', an icon of an empty check box will display.

The check box icon is not an updatable control. The control can only be modified by the system.

The Certification Guided Script window will refresh the icons each time it gets focus.

10.4.1.2 High Risk Check Box

The check box will be disabled when the Certification Guided Script window is active. It will be marked if a risk factor is present for the certification attempt that indicates high risk or the user has marked the High Risk check box on the Risk Factors/High Risk window.

10.4.1.3 Issuance Frequency Text and Value Label

The value label will display the Description from the ReferenceDictionary table where the ReferenceDictionary.Category = 'ISSUEFREQ' and the RefereneDictionary.ExternalID equal to the Member.IssuanceFrequency for the currently selected Member.StateWICID.

10.4.1.4 Education Follow-up Value Label

The value label will display the Description from the ReferenceDictionary table where the ReferenceDictionary.Category = 'FLLWUPFREQ' and the RefereneDictionary.ExternalID equal to the Member.FollowUpFrequency for the currently selected Member.StateWICID.

10.4.1.5 Education Method Value Label

The value label will display the Description from the ReferenceDictionary table where the ReferenceDictionary.Category = 'NEMETHOD' and the RefereneDictionary.ExternalID equal to the Member.FollowUpMethod for the currently selected Member.StateWICID.

10.4.1.6 Group Education Topic Value Label

The value label will display the Description from the ReferenceDictionary table where the ReferenceDictionary.Category = 'GRPEDTOPIC' and the RefereneDictionary.ExternalID equal to the Member.FollowUpTopic for the currently selected Member.StateWICID.

10.4.1.7 Risk Factors Display Grid

The display grid is enabled when the Certification Guided Script window is active. It will consist of the following columns:

- Risk Factor
- Description

The grid will contain an entry for each risk factor assigned to the current certification attempt. The entries will be sorted in ascending order according to the value of the Risk Factor column. The data in the grid is read-only.

10.4.2 Processes

This section describes the processes (navigation) that take place as a result of the actions taken on the Certification Guided Script window.

10.4.2.1 Edits

If the user does not have the appropriate permissions to any of the Certification Guided Scripts menu options, a standard error dialog is invoked with the text, "You do not have the necessary permissions to update {control label}. Please see the supervisor." Appropriate permissions include the following:

- (Demographics.Add or FullControl)
- (HealthInformation.Add or FullControl)
- (Height/WeightandBlood.Add or FullControl)
- (Immunizations.Add or FullControl)
- (VENAHistory.Add or FullControl)
- (RiskFactors.Add or FullControl)
- (Referrals.Add or FullControl)
- (NutritionEducation.Add or FullControl)
- (FoodPrescriptions.Add or FullControl)
- (SOAPNotes.Add or FullControl)
- (EBTAccount Setup.Add or FullControl)
- (CPAFollow-Up.Add or FullControl)
- (CheckIssuance.Add or FullControl)
- (IncomeHistory.Add or FullControl)

10.4.2.2 Certification Guided Script Processing

10.4.2.2.1 Demographics

Upon selection of the Demographics link or menu item, the system will invoke the Demographic Information dialog as described later in this document.

10.4.2.2.2 EBT Household Demographics

Upon selection of the EBT Household Demographics link or menu item, the system invokes the EBT Household Demographics dialog defined in [Clinic Chapter 11 - Food Instrument Production](#).

10.4.2.2.3 Health Information

Upon selection of the Health Information link or menu item, if the participant has a WIC Category of Infant or Child the system will invoke the Child Health Information dialog as described later in this document.

If the participant has a WIC Category of Pregnant, the system will invoke the Pregnancy sub-tab of the Woman Health Information dialog as described later in this document.

If the participant has a WIC Category of Breastfeeding or Non-breastfeeding, the system will invoke the Postpartum sub-tab of the Woman Health Information dialog as described later in this document.

10.4.2.2.4 Height, Weight, and Blood

Upon selection of the Height, Weight, and Blood link or menu item, the system will invoke the Height/Weight and Blood Work dialog as described later in this document.

10.4.2.2.5 Immunizations

Upon selection of the Immunizations link or menu item, the system will invoke the Immunizations dialog as described later in this document.

10.4.2.2.6 VENA

Upon selection of the VENA link or menu item, the system will invoke the VENA described later in this document.

10.4.2.2.7 Risk Factors/High Risk

Upon selection of the Risk Factors/High Risk link or menu item, the system will invoke the Risk Factors/High Risk dialog as described later in this document.

10.4.2.2.8 Referrals/Other Programs

Upon selection of the Referrals/Other Programs link or menu item, the system will invoke the Referrals/Other Programs dialog as described later in this document.

10.4.2.2.9 Nutrition Education

Upon selection of the Nutrition Education link or menu item, the system will invoke the Nutrition Education Contact dialog as described later in this document.

10.4.2.2.10 Food Prescription

Upon selection of the Food Prescription link or menu item, if a food prescription does not exist for the participant and the participant has a WIC Category of Child, Pregnant, Breastfeeding, or Non-breastfeeding, the system will invoke the Food Prescription dialog defined in Common Interface Panels, [Chapter L – Food Prescription](#).

If a food prescription does not exist for the participant and the participant has a WIC Category of Infant, the system will invoke the Select Formula dialog defined in Common Interface Panels, [Chapter L – Food Prescription](#).

If a food prescription exists for the participants WIC Category and the current system date, the system will invoke the Food Prescription dialog defined in this document.

10.4.2.2.11 Create SOAP Notes

Upon selection of the Create SOAP Notes link or menu item, the system will invoke the Create SOAP Notes dialog defined in [Clinic Chapter 09 – Participant Folder](#).

10.4.2.2.12 CPA-determined Follow-up

Upon selection of the CPA-determined Follow-up link or menu item, the system will invoke the CPA-determined Follow-up dialog defined in this document.

10.4.2.2.13 Issue Benefits

Upon selection of the Issue Benefits link or menu item, the system will verify that all the necessary data for Ending a Certification has been provided defined in this document.

If a member of the household is an infant or a child and is currently breastfeeding the system will verify the Verified Date is equal to the current system date. If the date is not equal to the current system date, a standard error dialog is invoked with the text, "Benefits will not be issued for participants {StateWICID} {Last Name}, {First Name}.

REASON: The participant is currently marked as breastfeeding now. Please go to the Child Health Information tab and verify the breastfeeding status. Benefits cannot be issued until the breastfeeding status is verified."

If the Homeless check box is selected and the Homeless Verified Date is 30 days prior to the current system date, a standard error dialog is invoked with the text, "Benefits will not be issued for participants {StateWICID} {Last Name}, {First Name}

REASON: The participant is currently marked as homeless. Please go to the Demographics tab and verify the homeless status. Benefits cannot be issued until the homeless status is verified."

If the difference between the last date to use attribute on the member table and the system date is not 27 days or less for any participant in the household, a standard error dialog is invoked with the text, "Benefits will not be issued for participants {StateWICID} {Last Name}, {First Name}"

REASON: The difference between the Last Date to Use and the current system date is not 27 days or less."

If the system is configured to capture an electronic signature for the Rights and Responsibilities statement, and a signature was not recorded any participant in the household, a standard error dialog is invoked with the text, "Benefits will not be issued for participant {StateWICID} {Last Name}, {First Name}"

REASON: An electronic signature must be captured for their Rights and Responsibilities statement."

The system will invoke the Issue Benefits window defined in Clinic, [Chapter 11 – Food Instrument Production](#).

10.5 Demographic Information

The Demographic Information dialog contains three sub-tabs for collecting information about a participant. The dialog is invoked when selecting Demographics on the Guided Script window.

The Demographics sub-tab of the Demographic Information dialog allows the user to enter demographic information about the participant. It is invoked in response to the following user actions:

- Selection of the Demographics menu item on the Certification Guided Script menu
- Selection of the Demographics link on the Certification Guided Script window

The screenshot shows the 'Demographics Information' dialog box with the 'Demographics' sub-tab selected. The dialog is organized into several sections:

- Personal Information:** Last Name (DOE), First Name (JANE), MI (M), Birth Date (2/17/1983), Gender (Female).
- Address:** 12345 ANYSTREET, County (PONTOTOC), City (ROFF), State (OK), ZIP (74860-0000), Email.
- WIC Category:** Non-breastfeeding.
- Identification:** SSN (- - - - -), PMI # (99999999).
- Buttons:** Copy Demographics, Race/Ethnicity.
- Mail:** Address (12345 ANYSTREET), City (ROFF), State (OK), ZIP (74860-0000). Includes a 'Same as Residence' checkbox.
- Homeless:** A checkbox labeled 'Homeless'.
- Verification:** Date Verified, Fixed Nighttime Location.
- Proofs:** ID Proof (** PENDING PROOF **), Residency Proof (** PENDING PROOF **).
- Physical Presence:** Physically Present (Yes/No radio buttons), Reason Not Present.
- Telephone:** Telephone 1 (555-555-5555), Telephone 2 (- - - - -), with associated comment fields.
- Maiden Name:** Last, First, MI fields.
- Other:** Migrant checkbox, Living with Foster Parent(s) checkbox.
- Assignment:** Clinic Assigned (ADA WIC CLINIC), Staff Member (SHIRLEY VASQUEZ).

At the bottom right are 'OK' and 'Cancel' buttons. On the right side of the dialog, there are vertical tabs labeled 'Demographics', 'AdditionalInfo1', and 'AdditionalInfo2'.

Figure 4 –Demographic Information Dialog - Demographics Sub-tab

Demographics Information

Household Smoking: Unknown TV/Video Viewing: > 0 and < 1 hour/day

Local Use Questions

Currently Unused

Currently Unused

Currently Unused

Currently Unused

Currently Unused

Currently Unused

State Use Questions

The best time to visit WIC?

How food choices changed?

How WIC helps you the most?

I buy all foods on my voucher?

Wks Preg-Prenatal care started?

Weeks Pregnant Now?

How Heard about WIC

Household Member on WIC

Hardship

Childcare Problems

Chronic Family Illness

Other

Rural Residence

Transportation

Working Authorized Representative

Disability

(None Selected)

Insurance Type

HMO - Managed Care

Type of Medical Home

HMO

Medical Home

Private Physician

OK Cancel

Figure 5 - Demographic Information Dialog - Additional Info 1 Sub-tab

Demographics Information

Household Language(s)

☐ Need Interpreter Correspondence Preference: English

Language1: English ☒ Read ☒ Spoken

Language2: ☐ Read ☐ Spoken

Authorized Representative Additional Information

Marital Status: Single

Education Level: 10th Grade

Register To Vote:

Authorized Representative Name

Last: DOE First: JANE MI: ☐

Alternate Representative/Proxy 1 Name

Last: First: MI: ☐

Alternate Representative/Proxy 2 Name

Last: First: MI: ☐

Application Date 02/04/2008 **Termination Reason** N/A **Termination Date** N/A

Ineligibility Reason N/A **Ineligibility Determined Date** N/A

WIC Priority 3 **Waiting List Begin Date** N/A

OK Cancel

Figure 6 - Demographic Information Dialog - Additional Info 2 Sub-tab for Infant/Child

Demographics Information

Household Language(s)

☐ Need Interpreter Correspondence Preference: English

Language1: English ☒ Read ☒ Spoken

Language2: ☐ Read ☐ Spoken

Woman Additional Information

Marital Status: Married

Education Level: 12th Grade OR GED

Register To Vote: Yes

Authorized Representative Name

Last: DOE First: JANE MI: M

Alternate Representative/Proxy 1 Name

Last: First: MI:

Alternate Representative/Proxy 2 Name

Last: First: MI:

Summary Section:

Application Date	09/03/2008	Termination Reason	N/A	Termination Date	N/A
		Ineligibility Reason	N/A	Ineligibility Determined Date	N/A
		WIC Priority	6	Waiting List Begin Date	N/A

OK Cancel

Figure 7 - Demographic Information Dialog - Additional Info 2 Sub-tab for Woman

10.5.1 Controls

The standard controls for this panel are defined in Common Interface Panels, [Chapter A – Demographic Information Panels](#). In addition to the standard controls, additional controls are used when the dialog is presented in Certification Guided Script.

10.5.1.1 Monthly Income Value Label

The Monthly Income Value label is enabled when the Demographics Information dialog is active. The value label will display the monthly total for all of the line items comprising the income screening contact associated with the current certification attempt. It will display in the inverse color of the form.

10.5.1.2 Income Calculator Button

The Income Calculator Button is enabled when the Demographics Information dialog is active. It will have a picture of a calculator keypad and does not have a mnemonic. It will have the ToolTip text of "Use the Income Calculator".

10.5.1.3 OK Button

The OK button is enabled when the Demographic Information dialog is active. (See *Edits* and *Saving the Data* in the Processing section below) Characteristics for the OK button are defined in the [Consistencies](#) chapter.

10.5.1.4 Cancel Button

The Cancel button is enabled when the Demographic Information Dialog is active. It will be displayed on the dialog along with the Demographic Information panel.

10.5.2 Processes

This section describes the processes (navigation) that take place as a result of the actions taken on the Demographic Information dialog.

10.5.2.1 Initializing the Interface

Upon initial display of the Demographics Information Dialog, the title bar text is set to "Demographics Information".

The OK and Cancel buttons are displayed.

Household Smoking is set to blank for each new certification attempt.

TV/Video Viewing is enable is participant is a child of two years old or older and is set to blank for each new certification attempt.

10.5.2.2 Income Calculator processing

Upon selection of the Income Calculator button, if the user does not have the appropriate permissions (Income History.Add or FullControl), a standard error dialog is invoked with the text, "You do not have the necessary permissions to update income. Please see the supervisor."

Once the edits are satisfied, the system will invoke the Income Calculator dialog defined in Common Interface Panels, [Chapter D – Income Calculator](#).

10.5.2.3 Edits

Edits for the controls are performed upon confirmation of the Demographic Information Dialog, and are not performed when switching among the sub-tabs.

Upon Selection of the OK button, the system will validate the controls on the Demographics sub-tab, Additional Info 1 sub-tab, and the Additional Info 2 sub-tab. The validations are defined within the Processing section of the respective sub-tab in Chapter A - Demographic Information Panels.

If the selection "Not a resident of {your state}" (key value "J") is selected in the Residency Proof dropdown or the participant is determined to be ineligible (categorically, income, or residency) based on the demographic information entered on the Demographic Information dialog, the system will display the Mark Applicant As Ineligible dialog.

If the value in the Physically Present dropdown is "No" and the Reason Not Present Dropdown is blank, the system will invoke a standard error message with the message text, "A selection is required in the {control label}."

If data is entered or changed in the following fields on the Demographics sub-tab, the EBT Household Demographics dialog defined in [Clinic Chapter 11 - Food Instrument Production](#) will be launched for EBT-enabled clinics:

- Clinic Assigned
- Name
- Date of Birth
- Phone Number

The system will set the GSControl. DEMOGRAPHICSENTERED value to 'Y'

10.5.2.4 Saving the Data

Upon successful completion of the edits for sub-tabs on the Demographic Panels as defined in Common Interface Panels, [Chapter A – Demographic Information Panels](#).

10.5.2.5 Cancel

Upon selection of the Cancel button, the system will dismiss the Demographic Information dialog and return to the Certification Guided Script window without invoking edit routines or saving any changed data.

10.6 Child Health Information (Infant, Child)

The Child Health Information dialog allows the user to enter health information about the infant or child participant.

Child Health Information

Birth Information

Unknown Birth Criteria ☐

Birth Weight Lbs Ozs Birth Height In 8ths ☐ Premature Birth Gestation Weeks

Birth Facility

Mother's Information

Birth Date ☒ On WIC

State WIC Information **Two-Way Link**

ID Name

Feeding Information

Ever Breastfed

☐ Yes ☒ No ☐ Unknown

☐ Requires Food Package III Date Food Package III Verified

☐ Breastfeeding Now Date Breastfeeding Verified

Amount of Breastfeeding

Reason(s) Stopped

Date Breastfeeding Began

Date Breastfeeding Ended

Date Supplemental Feeding Began

Date Solids Were Introduced

OK Cancel

Figure 8 - Child Health Information Dialog

10.6.1 Controls

The standard controls for the Child Health Information dialog are defined on Child Health Information in Common Interface Panels, [Chapter E – Health Information](#). In addition to the standard controls, other controls are used when the panels are loaded on the Child Health Information dialog

10.6.1.1 OK Button

The OK button is enabled when the Child Health Information dialog is active. (See the *Edits* and *Saving the Data* in the Processing section below) Characteristics for the OK button are defined in the [Consistencies](#) chapter.

10.6.1.2 Cancel Button

The control allows the user to discard any changes made to the health information values and exit the Child Health Information dialog. The Cancel button is enabled when the Child Health Information dialog is active.

10.6.2 Processes

This section describes the processes (navigation) that take place as a result of the actions taken on the Child Health Information dialog.

10.6.2.1 Initializing the Interface

Upon initial presentation of the dialog,

The title bar text will be set to "Child Health Information"

10.6.2.2 OK

Upon selection of the OK button, the system will invoke the edit routines defined in Common Interface Panels, [Chapter E – Health Information](#).

The system will set the GSControl HEALTHINFOENTERED value to 'Y'

The Certification Guided Script window is updated to display a Check Mark icon next to the Health Information link.

10.6.2.3 Saving the Data

The system will save the data as defined in Common Interface Panels, [Chapter E – Health Information](#).

10.7 Woman Health Information - Pregnancy Info Sub-tab

The Pregnancy Info tab of the Woman Health Information window allows the user to enter health information for a woman participant with a WIC Category of Pregnant. If the woman participant has a WIC Category of Breastfeeding or Non-breastfeeding and was certified as Pregnant for her most recent pregnancy, the information on the Pregnancy tab will be viewable but may not be updated. The Pregnancy tab is invoked in response to the following user actions when the participant being processed is Pregnant, Breastfeeding, or Non-breastfeeding:

- Selection of the Health Information menu item on the Guided Script menu
- Selection of the Health Information link on the Certification Guided Script window
- Selection of the Pregnancy Info tab while the Woman Health Information window is active

Woman Health Information

Current Pregnancy Information

☐ Expecting Multiple Births Expected Delivery

☐ Planned C-section LMP Start Date

☐ Has Not Received Prenatal Care Date Prenatal Care Began

☐ Requires Food Package III Date Food Package III Verified

Pre-pregnancy Height

Pre-pregnancy Weight

Pre-pregnancy BMI

Age at Conception

Previous Pregnancy Information

Number of Pregnancies Number of Live Births Number of WIC Pregnancies

Number of Pregnancies 20 or more Weeks Last Pregnancy Ended

Multivitamin Consumption

Month Prior to Pregnancy During Pregnancy

Cigarette Usage

Per Day - 3 Months Prior to Pregnancy

Per Day - Current

Smoking Change

Alcohol Intake

Drinks/Week - 3 Months Prior to Pregnancy

Drinks/Week Current

All Pregnancy History

☐ Low Birth Weight ☐ Premature Birth ☐ History of Fetal or Neonatal Loss or 2 or more Spontaneous Abortions

OK Cancel

Figure 9 - Woman Health Information Window (Pregnancy Info Tab)

10.7.1 Controls

The controls for the Woman Health Information Pregnancy info Sub-tab dialog are defined on the Woman Health Information Pregnancy Sub-tab in Common Interface Panels, [Chapter E – Health Information](#).

10.7.2 Processes

This section describes the processes (navigation) that take place as a result of the actions taken on the Woman Health Information Pregnancy info Sub-tab dialog.

The system will load the panel, initialize the interface, display data, perform edits, processing and saving of the data as defined on the Woman Health Information Pregnancy Sub-tab in Common Interface Panels, [Chapter E – Health Information](#).

10.8 Woman Health Information - Postpartum Info Sub-tab

The Postpartum Info tab of the Woman Health Information window allows the user to enter health information pertinent to a woman participant with a WIC Category of Breastfeeding or Non-breastfeeding. It is invoked when the user selects the Postpartum tab while the Health Information window is active.

The screenshot shows the 'Woman Health Information' window with the 'Postpartum Info' sub-tab selected. The interface includes the following controls:

- Postpartum Information Section:**
 - Actual Delivery Date: [Dropdown]
 - Hospital Discharge Date: [Dropdown]
 - Birth Facility: [Dropdown]
 - Weight Gained during Pregnancy: [Text Input]
 - Weight at Delivery: [Text Input]
- Checkboxes:**
 - ☐ C-section Delivery
 - ☐ Requires Food Package III
 - ☐ On WIC During Most Recent Pregnancy
 - ☐ Did Not Receive Prenatal Care
- Date Food Package III Verified:** [Dropdown]
- Date Prenatal Care Began:** [Text Input (MM/DD/YYYY)]
- Infant(s) Born from This Pregnancy:** [Text Input]
- Cigarette Usage Section:**
 - Per Day - Last 3 Months of Pregnancy: [Text Input]
 - Per Day - Current: [Text Input]
 - Smoking Change: [Dropdown]
- Alcohol Intake Section:**
 - Drinks/Week - Last 3 Months of Pregnancy: [Text Input]
 - Drinks/Week Current: [Text Input]
- Most Recent Pregnancy History Section:**
 - ☐ Low Birth Weight
 - ☐ Premature Birth
 - ☐ History of Fetal or Neonatal Loss or Spontaneous Abortion

At the bottom right are 'OK' and 'Cancel' buttons. On the right side of the window, there is a vertical tab bar with 'Postpartum Info' and 'Pregnancy Info' tabs.

Figure 10 - Woman Health Information (Postpartum Info Tab)

10.8.1 Controls

The controls for the Child Health Information dialog are defined on the Woman Health Information Postpartum Info Sub-tab in Common Interface Panels, [Chapter E – Health Information](#).

10.8.2 Processes

This section describes the processes (navigation) that take place as a result of the actions taken on the Child Health Information dialog.

The system will load the panel, initialize the interface, display data, perform edits, processing and saving of the data as defined on the Woman Health Information Postpartum Info Sub-tab in Common Interface Panels, [Chapter E – Health Information](#).

10.9 Height/Weight and Blood Work (Height/Weight Sub-tab)

The Height/Weight sub-tab of the Height/Weight and Blood Work window allows the user to view, add, or edit anthropometric measurements for the participant. It is invoked in response to the following user actions:

- Selection of the Height/Weight/Blood menu item on the Guided Script menu
- Selection of the Height, Weight, and Blood link on the Certification Guided Script window
- Selection of the Height/Weight sub-tab while the Height/Weight and Blood Work window is active

Measurement Date	Age at Measurement	Inches	Eighths	Measurement Position	Pounds	Ounces	Body Mass Index
01/12/2009	0 Year(s) 11 Months 30 Day	30	1	Recumbent	23	7	N/A
05/02/2008	0 Year(s) 3 Months 19 Days	25	2	Recumbent	16	14	N/A
04/04/2008	0 Year(s) 2 Months 22 Days	24	4	Recumbent	15	7	N/A
03/07/2008	0 Year(s) 1 Months 23 Days	22	2	Recumbent	13	1	N/A
02/06/2008	0 Year(s) 0 Months 24 Days	20	6	Recumbent	9	2	N/A

Buttons: Unknown Ht/Wt, Growth Grids..., Add..., Edit, Close

Figure 11 - Height/Weight and Blood Work Dialog (Height/Weight Sub-tab)

10.9.1 Controls

The standard controls for this dialog are defined in Common Interface Panels, [Chapter G – Height Weight and Bloodwork](#). In addition to the standard controls, an additional control is used when the dialog is presented in Certification Guided Script.

10.9.1.1 Close Button

The Close button is enabled when the Height/Weight and Blood Work dialog is active. Characteristics for the Close button are defined in the [Consistencies](#) chapter.

10.9.2 Processes

In addition to the standard processes, the following processes take place as a result of actions taken on the Height/Weight and Blood Work dialog.

10.9.2.1 Initializing the Interface

Upon initial display of the dialog, the title bar text is set to "Height/Weight and Blood Work"

The Close button is loaded in addition to the standard controls defined in Common Interface Panels, [Chapter G – Height Weight and Bloodwork](#) are loaded.

10.9.2.2 Close

Upon Selection of the Close button, the system will dismiss the Height/Weight and Blood Work dialog and return to the Certification Guided Script window

The system will set the GSControl.HWBEntered value to 'Y'

The Certification Guided Script window is updated to display a Check Mark icon next to the Height, Weight, and Blood link.

10.10 Height/Weight and Blood Work (Blood Sub-tab)

The Blood sub-tab of the Height/Weight and Blood Work window allows the user to view, add, or edit blood work results for the participant. It is invoked when the user selects the Blood sub-tab while the Height/Weight and Blood Work window is active.

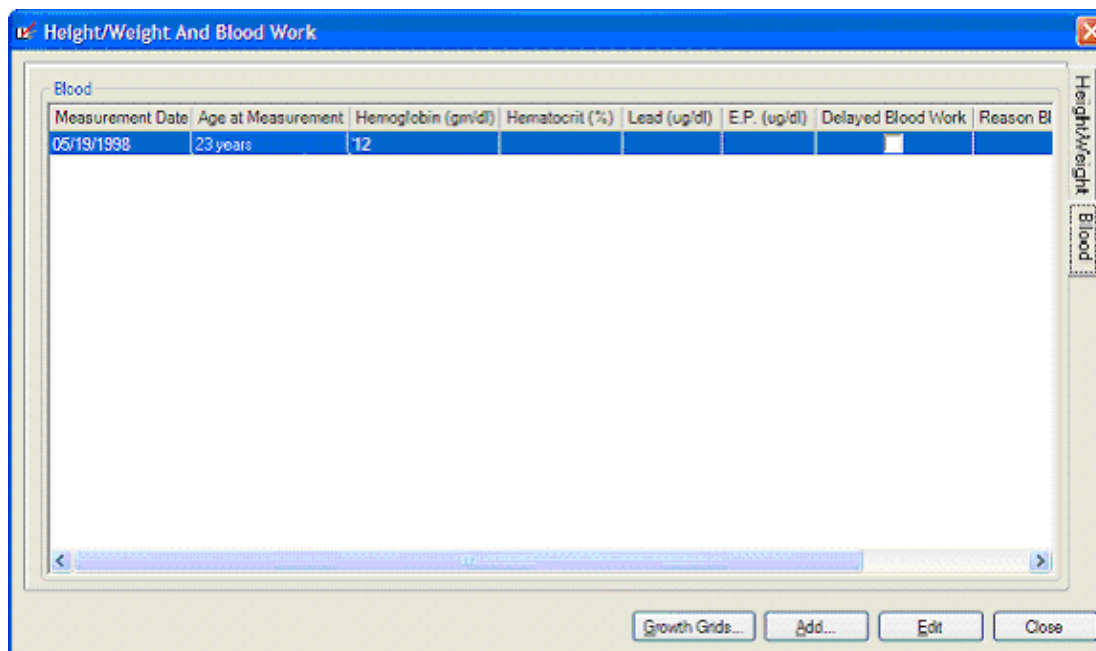


Figure 12 - Height/Weight/Blood Window (Blood Sub-tab)

10.10.1 Controls

The controls for this dialog are defined on the Blood Sub-tab in Common Interface Panels, [Chapter G – Height Weight and Bloodwork](#). In addition to the standard controls, an additional control is used when the dialog is presented in Certification Guided Script.

10.10.1.1 Close Button

The Close button is enabled when the Height/Weight and Blood Work dialog is active. Characteristics for the Close button are defined in the [Consistencies](#) chapter.

10.10.2 Processes

In addition to the standard processes, the following processes take place as a result of actions taken on the Height/Weight and Blood Work dialog.

10.10.2.1 Initializing the Interface

Upon initial display of the dialog, the title bar text is set to "Height/Weight and Blood Work"

The Close button is loaded in addition to the standard controls defined in Common Interface Panels, [Chapter G – Height Weight and Bloodwork](#) are loaded.

10.10.2.2 Close

Upon Selection of the Close button, the system will dismiss the Height/Weight and Blood Work dialog and return to the Certification Guided Script window

The system will set the GSControl.HWBEntered value to 'Y'

The Certification Guided Script window is updated to display a Check Mark icon next to the Height, Weight, and Blood link.

10.11 Immunizations

The Immunizations dialog allows the user to view a listing of the immunizations that the participant has received and see when future doses are due. The user will be able to add immunization records, delete immunization records, or edit any immunization records entered by the WIC program. The Immunizations dialog also allows the user to print a Vaccine Coverage report for the participant defined in [System Outputs Chapter 01 – System Outputs](#). The Immunizations dialog is invoked in response to the following user actions:

- Selection of the Immunizations menu item on the Guided Script menu defined in this document.
- Selection of the Immunizations link on the Certification Guided Script window defined in this document.

Series	Dose 1	Dose 2	Dose 3	Dose 4	Dose 5	Dose 6	Dose 7
DTP	07/05/2000 DT	07/05/2000 DTP*					
HBIG							
Hep B	05/15/1998 Hep B*						
HIB	07/05/2000 HIB PRP-D *						
MMR							
Polio							
VAR							

Figure 13 - Immunizations Dialog

10.11.1 Controls

The standard controls for this dialog are defined in Common Interface Panels, [Chapter I – Immunizations](#). In addition to the standard controls, an additional control is used when the dialog is presented in Certification Guided Script.

10.11.1.1 Close Button

The Close button is enabled when the Immunizations dialog is active. Characteristics for the Close button are defined in the [Consistencies](#) chapter.

10.11.2 Processes

In addition to the standard processes, the following processes take place as a result of actions taken on the Immunizations dialog.

10.11.2.1 Initializing the Interface

Upon initial display of the dialog, the title bar text is set to "Immunizations".

The Close button will be loaded in addition to the standard controls defined in Common Interface Panels, [Chapter I – Immunizations](#).

10.11.2.2 Close

Upon selection of the Close button, the system will dismiss the Immunizations dialog and return to the Certification Guided Script window.

The system will set the GSControl.ImmunizationEntered value to 'Y'.

The Certification Guided Script window is updated to display a Check Mark icon next to the Immunization Link.

10.12 VENA

The VENA Contact interface allows the user to view, add, edit, and delete VENA contact information. This interface can be found on the VENA tab of the Participant Folder as well as the VENA panel from within the Certification Guided Script.

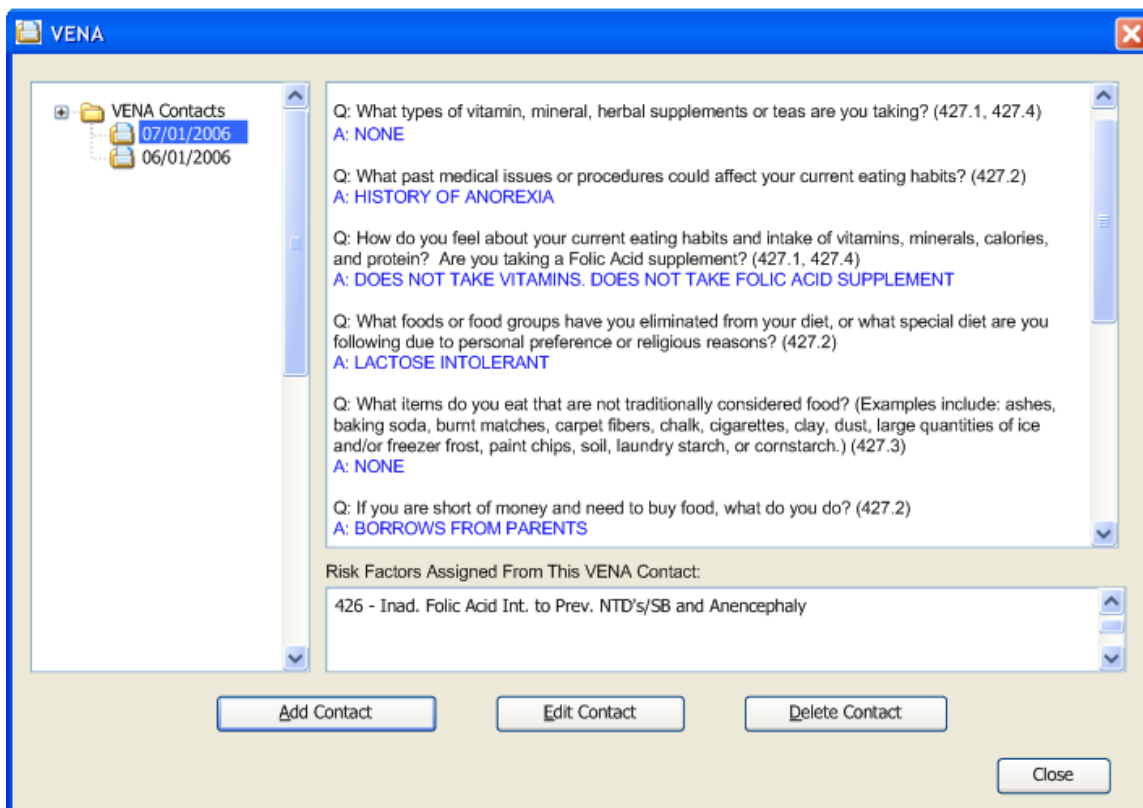


Figure 14 – VENA Panel

10.12.1 Controls

This section describes the behavior of the controls on the VENA panel.

10.12.1.1 VENA Contacts Display Tree View

The control allows the user to view the VENA contacts for the participant along with information gathered at the time of the contact including answers to questions and risk factors assigned. The tree view is enabled when the VENA panel is active. It will consist of the following hierarchical structure:

VENA Root

|

|_VENA Contact Node

The panel will display all existing VENA contacts for the participant. If none exist, the root node of the tree will display the text "No VENA contacts exist for this participant." Otherwise, the root node will display the text "VENA Contacts".

VENA contacts will display in chronological order with the most recent contact (determined by the contact date) appearing at the top of the list. The most recent VENA contact will be selected. The data values on the tree view will be read-only.

10.12.1.2 VENA Contact Tree View Node

This node of the VENA display tree view allows the user to view the date on which the VENA contact took place. The node will consist of an appropriate icon and VENA contact date in the format of MM/DD/CCYY. Selecting a contact on the tree view refreshes the contact detail and risk factors controls.

10.12.1.3 Contact Detail Text Box

The control allows the user to view the questions posed and answers provided for the selected VENA contact. Questions will be prefaced with "Q:" and are displayed in black text. Answers are prefaced with "A:" and are displayed in blue text. There is a blank line between each question/answer pair for readability. All information in the text box is read-only. The questions will be loaded from VENAQUESTION.CAPTION for each VENACONTACTITEM.QUESTIONID. The answers will be loaded from VENACONTACTITEM.ANSWER.

10.12.1.4 Risk Factors Assigned from this VENA Contact List Box

The control allows the user to view the list of risk factors that were assigned to the participant by the staff member as part of the selected VENA contact. Items in the list are read-only and are formatted as follows:

- [XXXXXX] – [Risk Factor Description]

Where [XXXXXX] is the 6-character alpha-numeric risk factor ID and [Risk Factor Description] is the description of the risk factor. All information in the list box is read-only.

10.12.1.5 Add Contact Button

The control allows the user to add a VENA contact for the participant. Pressing this button displays the VENA Contact dialog. The Add Contact button is enabled when the VENA tab is active. In the Central Administrative Site and State Office mode, the Add Contact button will not be visible. It will have a mnemonic of "A" and will be the default button for the dialog. Upon successfully returning from the VENA Contact dialog (add mode), the new contact is added to the tree view and is automatically selected.

If the [VENAISREQUIRED](#) business rule is set to "Y", the addition of a VENA contact is required during the certification process.

10.12.1.6 Edit Contact Button

The control allows the user to edit a VENA contact for the participant. Pressing this button displays the selected VENA contact using the VENA Contact dialog. The Edit button is enabled when the VENA tab is active and a VENA contact is selected in the tree view. The VENA contact may be edited from the Participant Folder VENA tab only if the VENA contact was added through the Participant Folder and the edit date is the same date as the date the VENA contact was added and is not associated with a completed Certification for the participant. In the Central Administrative Site and State Office mode, the Edit Contact button will not be visible. It will have a mnemonic of "E". Upon successfully returning from the VENA Contact dialog (Edit mode), the selected contact information is updated to reflect the changes made while editing the contact.

10.12.1.7 Delete Contact Button

The control allows the user to delete a VENA contact for the participant. The Delete Contact button is enabled when the VENA tab is active and a VENA contact record with a contact date equal to the current system date is selected in the tree view and no risk factors were assigned while saving the contact. Prior to deleting the contact, the system will prompt the user to confirm the delete request. The VENA contact may be deleted from the Participant Folder VENA tab only if the VENA contact was added through the Participant Folder and the contact date is the same date as the date the VENA contact was entered and is not associated with a completed Certification for the participant. In the Central Administrative Site and State Office mode, the Delete Contact button will not be visible. It will have a mnemonic of "D".

10.12.1.8 Close Button

Pressing The control dismisses the VENA Dialog. Characteristics of the Close button are defined in the [Consistencies](#) chapter.

10.12.2 Processes

10.12.2.1 Initializing the Interface

The VENA Contacts display tree view displays previously saved VENA contacts in reverse chronological order. The first (most recent) date in the tree view will initially be selected. The Contact Detail text box and the Risk Factors list box will initially contain the information associated with the VENA contact selected in the tree.

10.12.2.2 Edits

There are no updateable controls on the VENA tab; therefore, there are no edits performed on this panel.

10.12.2.3 Saving the Data

There are no updateable controls on the VENA tab; therefore, no data is written to the database.

10.12.2.4 Add VENA Contact Information

Upon selection of the Add Contact button, the system will invoke the VENA Contact dialog in Add mode. If the user does not have the appropriate permissions (VENAContact.Add or FullControl), a standard error dialog is invoked with the text, "You do not have the necessary permissions to add a VENA contact. Please see the supervisor."

If the [VENAISREQUIRED](#) business rule is set to "Y", the addition of a VENA contact is required during the certification process.

10.12.2.5 Edit VENA Contact Information

Upon selection of the Edit Contact button, the system will invoke the VENA Contact dialog in Edit mode. If the user does not have the appropriate permissions (VENAContact.Edit or FullControl), a standard error dialog is invoked with the text, "You do not have the necessary permissions to edit a VENA contact. Please see the supervisor."

10.12.2.6 Delete VENA Contact Information

Upon selection of the Delete Contact button, the system will present a delete confirmation message. The message text will be: "Are you sure you want to delete the selected VENA Contact?" Yes and No buttons will be available. The No button will be the default button for the confirmation dialog. If the user does not have the appropriate permissions (VENAContact.Delete or FullControl), a standard error dialog is invoked with the text, "You do not have the necessary permissions to delete a VENA contact. Please see the supervisor."

10.12.2.7 Data Map

Control	Table	Column	Comments
VENA Contacts	VENACONTACT	CONTACTDATE	Read only
	VENACONTACT	RFASSIGNED	Y if any risk factors were assigned.
Contact Details	(Question Text)VENAQUESTION	(Question Text) CAPTION for the QUESTIONID in VENACONTACTITEM	
Contact Details	(Answer Text)VENACONTACTITEM	(Answer Text) ANSWER	
Risk Factors	VENACONTACTRF	RISKFACTORID	

10.13 Risk Factors/High Risk

The Certification Risk Factors window allows the user to view and update the risk factors assigned to the current certification attempt. It is invoked in response to the following user actions:

- Selection of the Risk Factors/High Risk menu item on the Guided Script menu
- Selection of the Risk Factors/High Risk link on the Certification Guided Script window

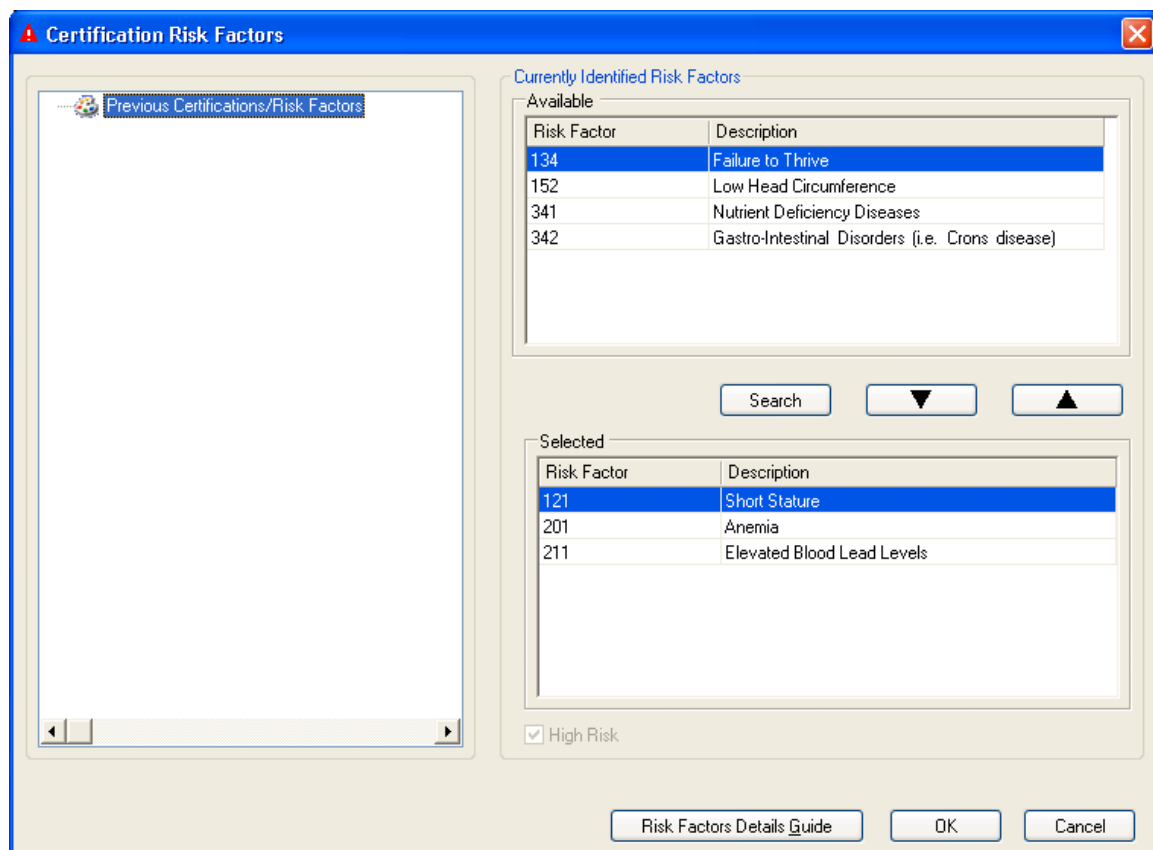


Figure 15 - Certification Risk Factors Window

10.13.1 Controls

The standard controls for this dialog are defined in Common Interface Panels, [Chapter K – Risk Factors](#). In addition to the standard controls, additional controls are used when the dialog is presented in the Certification Guided Script.

10.13.1.1 Available Risk Factors Display Grid (Available)

The control allows the user to view the CPA-determined risk factors that are active and available but have not been selected. It also allows the user to view the risk factors that can be assigned by either the CPA or the system but have not been assigned to the current certification attempt. The display grid is enabled when the Certification Risk Factors window is active. It will consist of the following columns:

- Risk Factor
- Description

An entry will be added to the grid for each CPA-determined risk factor that is active (where the current system date falls within the active and inactive dates, inclusive), available for the WIC Category of the participant, and has not been assigned to the current certification attempt. An entry will also be added to the grid for each risk factor that can be assigned by either the CPA or the system that is active but has not been assigned to the current certification attempt. The values on the grid are read-only.

10.13.1.2 Search Button

The control allows the user to search for a risk factor in the Available Risk Factors display grid. The Search button is enabled when the Certification Risk Factors window is active. It has a mnemonic of "S".

10.13.1.3 Select Button



The control allows the user to add the currently selected risk factor from the Available Risk Factors display grid to the Selected Risk Factors display grid. The Select button is enabled when an entry is selected in the Available Risk Factors display grid. It has no mnemonic and does not have a shortcut key.

10.13.1.4 Remove Button



The control allows the user to remove the currently selected risk factor in the Selected Risk Factors display grid and place it back in the Available Risk Factors display grid. The Remove button is enabled when an entry is selected in the Selected Risk Factors display grid that has been added by a CPA. The Remove button will be disabled when an entry is selected in the Selected Risk Factors display grid that was added by the system based upon the participant information. It has no mnemonic and does not have a shortcut key.

10.13.1.5 Selected Risk Factors Display Grid (Selected)

The control allows the user to view the risk factors that have been selected for the current certification attempt. The display grid is enabled when the Certification Risk Factors window is active. It will consist of the following columns:

- Risk Factor
- Description

An entry will be added to the grid for each risk factor (system-determined and CPA-determined) assigned to the current certification attempt. The values on the grid are read-only.

10.13.1.6 High Risk Check Box

The control allows the user to indicate that the participant is considered to be high risk. The check box will be marked and disabled when a risk factor in the Selected Risk Factors display grid indicates high risk. The check box will be enabled and cleared when there are no risk factors in the Selected Risk Factors display grid that indicate high risk.

10.13.1.7 Risk Factors Detail Guide Button

The control allows the user to view the Risk Factors Detail Guide section of the on-line help function. The Risk Factors Detail Guide button is enabled when the Certification Risk Factors window is active. It has a mnemonic of "G".

10.13.1.8 OK Button

The OK button is enabled when the Certification Risk Factors window is active. (See the *Edits* and *Saving the Data* in the Processing section below) Characteristics for the OK button are defined in the [Consistencies](#) chapter.

10.13.1.9 Cancel Button

The Cancel button is enabled when the Certification Risk Factors window is active. (See *Cancel* in the Processing section below). Characteristics for the Cancel button are defined in the [Consistencies](#) chapter.

10.13.2 Processes

This section describes the processes (navigation) that takes place as a result of the actions taken on the Certification Risk Factors window.

10.13.2.1 Initializing the Interface

Upon initial display of the Risk Factors dialog, the title bar text will be set to "Certification Risk Factors".

The Available Risk Factors grid will display the available risk factors.

The Selected Risk Factors will display all system assigned and CPA assigned risk factors selected for the participant.

The High Risk check will be marked and disabled when a risk factor in the Selected Risk Factors display grid indicates high risk. The check box will be enabled and cleared when there are no risk factors in the Selected Risk Factors display grid that indicate high risk.

10.13.2.2 Search

Upon selection of the Search button the system will invoke the Risk Factor Search dialog defined in this document.

10.13.2.3 Select Risk Factor

Upon selection of the Select button, the permissions of the logged-on user are checked. If the user does not have appropriate permissions (Risk Factors.Add or FullControl) to add risk factors, a standard error dialog is invoked with the text, "You do not have the necessary permissions to Update Risk Factors /High Risk. Please see the supervisor."

If the user has the appropriate permissions, the system will move the selected risk factor from the Available Risk Factor grid to the Selected Risk Factor grid.

10.13.2.4 Remove Risk Factor

Upon selection of the button, the permissions of the logged-on user are checked. If the user does not have appropriate permissions (Risk Factors.FullControl) to remove risk factors, a standard error dialog is invoked with the text, "You do not have the necessary permissions to Update Risk Factors /High Risk. Please see the supervisor."

If the user has permissions, the system will move the selected risk factor from the Selected Risk Factor grid to the Available Risk Factor grid.

10.13.2.5 Saving the Data

Upon selection of the OK button, the system will save the values to the database as defined in the Data Map below.

The system will set the GSControl RISKFACTORENTERED value to 'Y'.

The system will dismiss the Certification Risk Factor dialog and return the user to the Certification Guided Script window.

10.13.2.6 Display Risk Factors Details Guide

Upon selection of the Risk Factors Detail Guide button, the system will invoke the on-line help facility with the Risk Factors Details Guide.

10.13.2.7 Data Map

Control Label	Table	Attribute	Business Rule
Selected List	RiskFactor	RiskFactorID	
	RiskFactor	CreateUser	
	RiskFactor	CreateDate	
	RiskFactor	CreateTime	

A risk factor is added to the Risk Factor table for each one selected. If a high-risk risk factor is selected or the user indicates that the participant is considered to be high risk then the Member table will have its HighRisk attribute updated.

10.14 Risk Factor Search

The Risk Factor Search dialog allows the user to search for a risk factor in the Available Risk Factors display grid on the Risk Factors/High Risk dialog. It is invoked when the user selects the Search button on the Risk Factors/High Risk dialog.

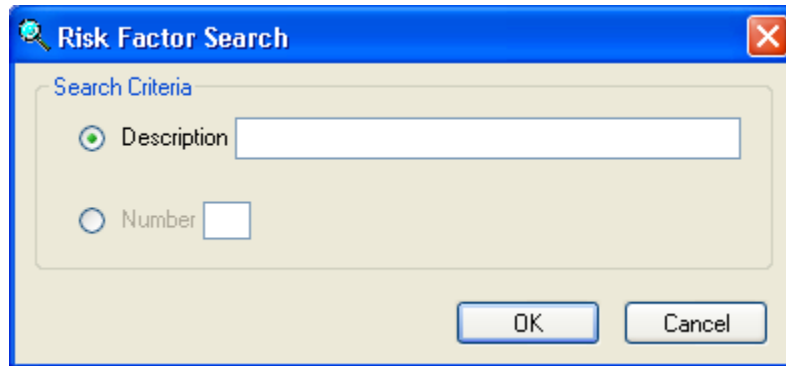


Figure 16 - Risk Factor Search Dialog

10.14.1 Controls

This section describes the behavior of the controls on the Risk Factor Search dialog.

10.14.1.1 Description Radio Button and Text Box

The radio button is enabled when the Risk Factor Search dialog is active. When this radio button is selected, the Description text box will be enabled. Otherwise the text box will be disabled.

10.14.1.2 Number Radio Button and Masked Edit Box

The radio button is enabled when the Risk Factor Search dialog is active. When this radio button is selected, the Number masked edit box will be enabled. Otherwise the masked edit box will be disabled. The masked edit box will only allow entry of numeric characters. The mask for the box will be "####". If less than the maximum allowed number of digits is entered into the masked edit box, it will be padded with preceding zeros.

10.14.1.3 OK Button

The OK button is enabled when the Risk Factor Search dialog is active. Characteristics for the OK button are defined in the [Consistencies](#) chapter.

10.14.1.4 Cancel Button

The Cancel button is enabled when the Risk Factor Search dialog is active. Characteristics for the Cancel button are defined in the [Consistencies](#) chapter.

10.14.2 Processes

This section describes the processes (navigation) that take place as a result of the actions taken on the Risk Factor Search dialog.

10.14.2.1 Initializing the Interface

Upon initial display of the dialog, the title bar text will be set to "Risk Factor Search"

The Description radio button will initially be selected.

The Description text box will default to blank.

10.14.2.2 Edits

Upon selection of the OK button, if the Description radio button is selected and an entry has not been made in the Description text box the system will invoke a standard message with the text "An entry is required in the <control label>."

If the Number radio button is selected and an entry has not been made in the Number masked edit box the system will invoke a standard message with the text "An entry is required in the <control label>."

10.14.2.3 Perform Description Search

Upon successful completion of the above-listed edits and the Description radio button is selected, the system will provide a *soft search* for a risk factor in the Available Risk Factors Display Grid (Available) that matches up to the number of characters entered in the Description text box. For example, a soft search for "Ce" would find the first risk factor that contains the letters "Ce" anywhere in its description. The search is not case sensitive.

If a matching risk factor is found the system will display the Risk Factors/High Risk dialog with the Available Risk Factors Display Grid (Available) positioned to that risk factor.

If a matching risk factor is not found the system will invoke a standard warning message with the text "No risk factors match the entered criteria." Upon dismissing the warning message focus is returned to the Risk Factor Search dialog.

10.14.2.4 Perform Number Search

Upon successful completion of the above-listed edits and the Number radio button is selected, the system will search for a risk factor in the Available Risk Factors Display Grid (Available) that matches the number entered in the Number masked edit box.

If a matching risk factor is found the system will display the Risk Factors/High Risk dialog with the Available Risk Factors Display Grid (Available) positioned to that risk factor.

If a matching risk factor is not found the system will invoke a standard warning message with the text "No risk factors match the entered criteria." Upon dismissing the warning message focus is returned to the Risk Factor Search dialog.

10.14.2.5 Cancel

Upon selection of the Cancel button, the system will dismiss the Risk Factor Search dialog and return to the calling window.

10.15 Referrals/Other Programs

The Referrals/Other Programs dialog allows the user to view the previous referrals made to agencies external to WIC and add new referrals. Additionally, the user may view and adjust the other programs in which the participant participates. It is invoked in response to the following user actions:

- Selection of the Referrals/Other Programs menu item on the Guided Script menu
- Selection of the Referrals/Other Programs link on the Certification Guided Script window

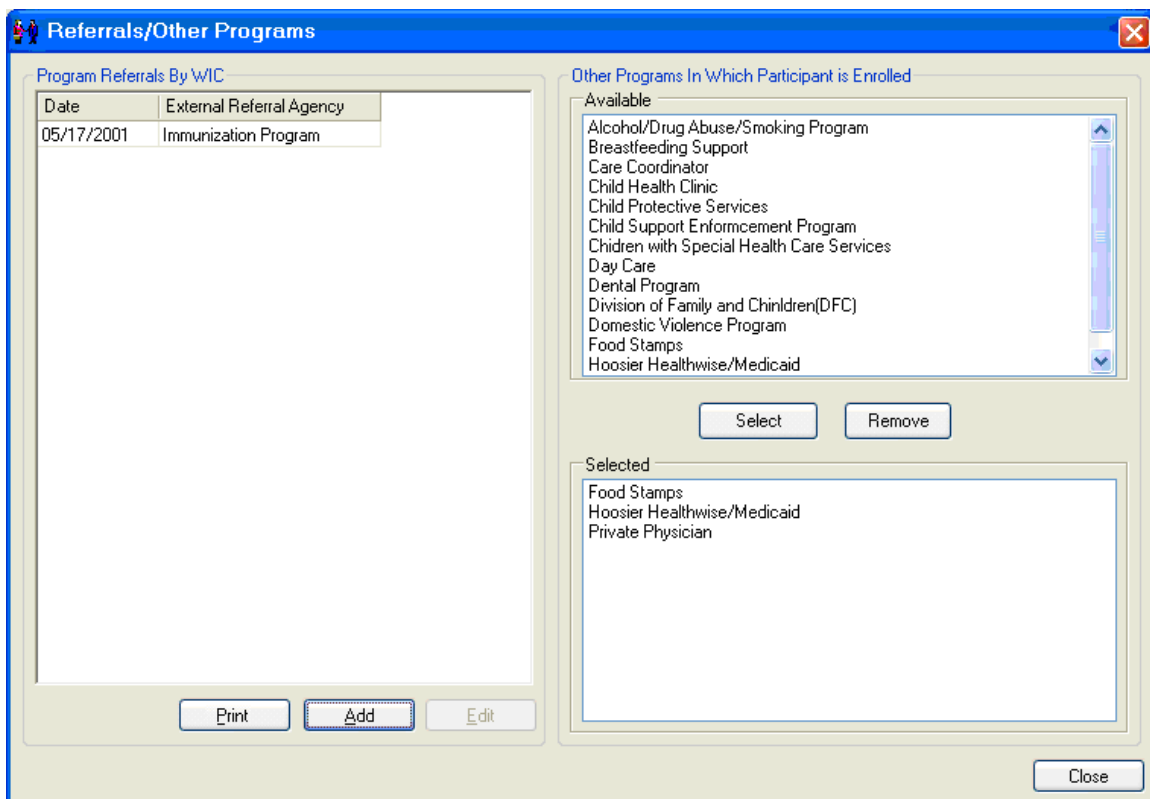


Figure 17 - Referrals/Other Programs Dialog

10.15.1 Controls

The standard controls for this panel are defined in Common Interface Panels, [Chapter M - Referrals](#). In addition to the standard controls, additional controls are used when the dialog is presented in the Certification Guided Script.

10.15.1.1 Edit Button

The control allows the user to update referral contact information for the participant. The Edit button is enabled when the Referrals/Other Programs dialog is active and a previous referral contact is selected in the Previous Referrals tree view. It has a mnemonic of "E".

10.15.1.2 Close Button

The Close button is enabled when the Referrals/Other Programs dialog is active. Characteristics for the Close button are defined in the [Consistencies](#) chapter.

10.15.2 Processes

This section describes the processes (navigation) that take place as a result of the actions taken on the Referrals/Other Programs dialog.

10.15.2.1 Initializing the Interface

Upon initial display of the dialog, the title bar text is set to "Referrals/Other Programs"

The Edit and Close buttons are loaded in addition to the standard controls defined in Common Interface Panels, [Chapter M – Referrals](#).

10.15.2.2 Edit Referral Contact Information

Upon selection of the Edit button, the permissions of the logged-on user are checked. If the user does not have the appropriate permissions (Referrals.Add or FullControl) to add a referral contact, a standard error dialog is invoked with the text, "You do not have the necessary permissions to add referral contact information. Please see the supervisor."

The system will invoke the Edit Referral Contact Information dialog defined in Common Interface Panels, [Chapter M – Referrals](#).

10.15.2.3 Close

Upon selection of the Close button, the system will dismiss the Referrals/Other Programs dialog and return to the Certification Guided Script window.

The system will set the GSControl RererralOthProgEntered value to 'Y'

The Certification Guided Script window is updated to display a Check Mark icon next to the Referrals/Other Programs link

10.16 Nutrition Education Contact

The Nutrition Education Contact dialog allows the user to view previous nutrition education contacts with the participant, and add additional contacts if necessary. It is invoked in response to the following user actions:

- Selection of the Nutrition Education menu item on the Guided Script menu
- Selection of the Nutrition Education link on the Certification Guided Script window

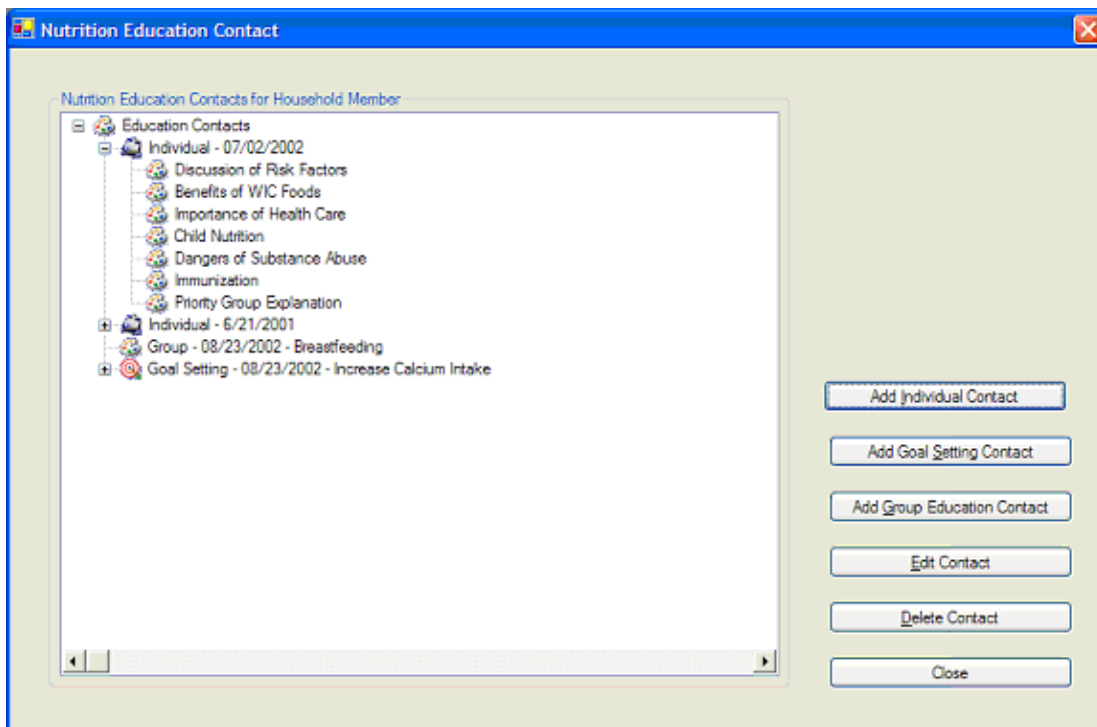


Figure 18 - Nutrition Education Contact Dialog

10.16.1 Controls

The standard controls for this panel are defined in Common Interface Panels, [Chapter N – Nutrition Education and Goal Setting](#). In addition to the standard controls, additional controls are used when the dialog is presented in Certification Guided Script.

10.16.1.1 Close Button

The Close button is enabled when the Nutrition Education Contact dialog is active. Characteristics for the Close button are defined in the [Consistencies](#) chapter.

10.16.2 Processes

This section describes the processes (navigation) that take place as a result of the actions taken on the Nutrition Education Contact dialog.

10.16.2.1 Initializing the Interface

Upon initial display of the dialog, the title bar text is set to "Nutrition Education Contact"

The Close button is loaded in addition to the standard controls defined in Common Interface Panels, [Chapter N – Nutrition Education and Goal Setting](#).

10.16.2.2 Close

Upon selection of the Close button, the Nutrition Education Contact dialog is dismissed and focus is returned to the Certification Guided Script window.

The system will set the GSControl.NutritionEdEntered value to 'Y'

The Certification Guided Script window is updated to display a Check Mark icon next to the Nutrition Education Contact Link

10.17 Food Prescription

The Food Prescription window allows the user to view current and future food prescriptions for the participant. The user may add new food prescriptions and edit or delete existing food prescriptions. It is invoked in response to the following user actions:

- Selection of the Food Prescription menu item on the Guided Script menu when a food prescription exists for the participant
- Selection of the Food Prescription link on the Certification Guided Script window when a food prescription exists for the participant
- Selection of the OK button on the Select Formula dialog defined in Common Interface Panels, [Chapter L – Food Prescription](#).

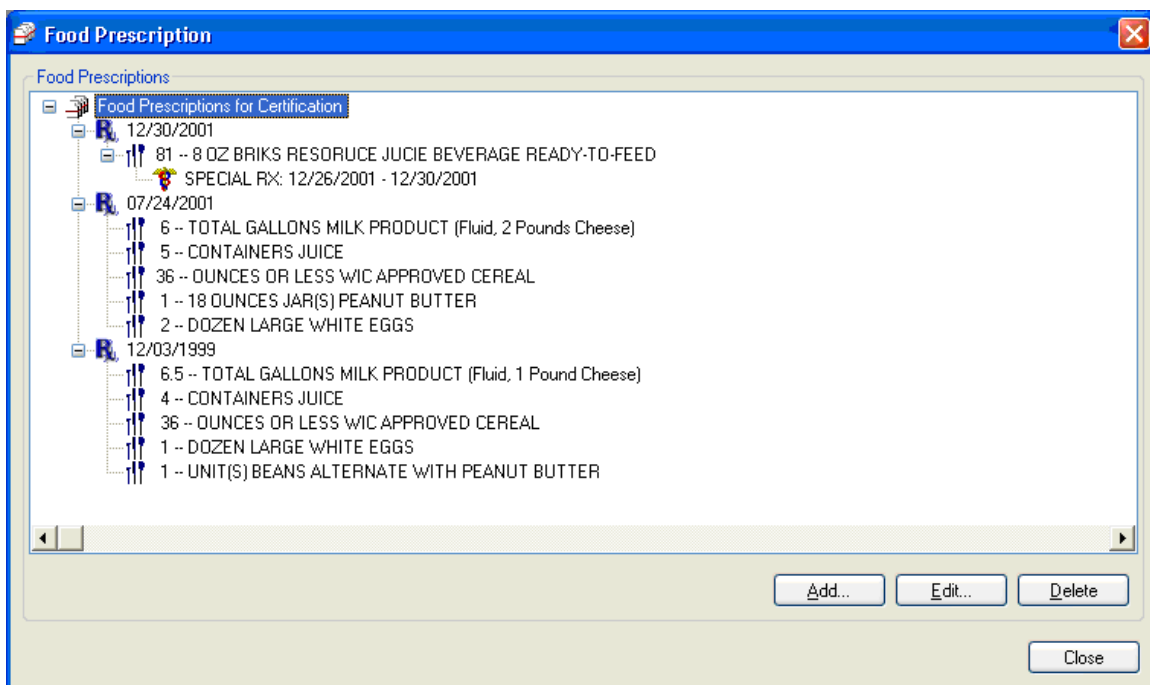


Figure 19 - Food Prescription Window

10.17.1 Controls

The standard controls for this panel are defined in Common Interface Panels, [Chapter L – Food Prescription](#). In addition to the standard controls, additional controls are used when the dialog is presented in Certification Guided Script.

10.17.1.1 Close Button

The Close button is enabled when the Food Prescription window is active. Characteristics for the Close button are defined in the [Consistencies](#) chapter.

10.17.2 Processes

This section describes the processes (navigation) that take place as a result of the actions taken on the Food Prescription window.

10.17.2.1 Initializing the Interface

Upon initial display of the dialog, the title bar text will be set to "Food Prescription"

The Ok button is loaded in addition to the standard controls defined in Common Interface Panels, [Chapter L – Food Prescription](#).

10.17.2.2 Close

Upon selection of the Close button, the system will dismiss the Food Prescription dialog and return to the Certification Guided Script window.

The system will set the GSControl.FoodPrescriptionEntered value to 'Y'

The Certification Guided Script window is updated to display a Check Mark icon next to the Food Prescription Link

10.18 CPA-determined Follow-up

The CPA-determined Follow-up window allows the user to specify follow-up information for the participant for use in appointment scheduling. It is invoked in response to the following user actions:

- Selection of the Review CPA-determined Follow-up Information menu item on the Participant Activities menu defined in Clinic, [Chapter 09 – Participant Folder](#).
- Selection of the CPA-determined Follow-up menu item on the Guided Script menu defined in this document.
- Selection of the CPA-determined Follow-up link on the Certification Guided Script window defined in this document.

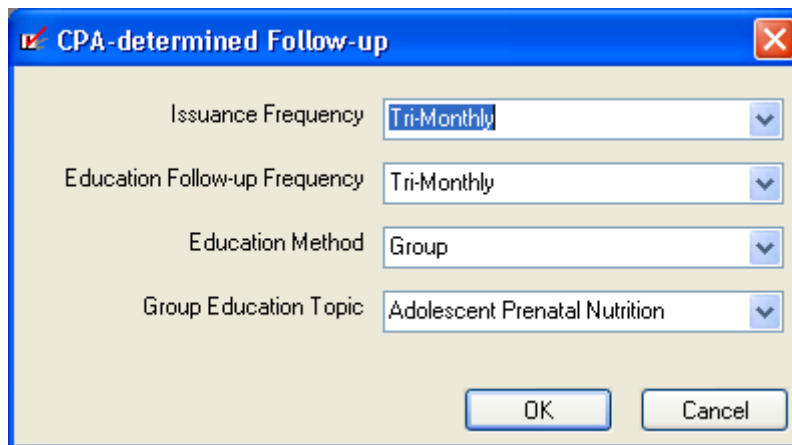


Figure 20 - CPA-determined Follow-up Window

10.18.1 Controls

The controls and processes for the CPA-determined Follow-up dialog are defined in Common Interface Panels, [Chapter O – CPA Determined Follow-up](#).

10.19 Review Certification for Errors (Process)

The Review Certification for Errors process will review all certification information to determine if required information is missing. The Review Certification for Errors process is invoked in response to the following user actions:

- Selection of the Review Certification for Errors menu item on the Guided Script menu described earlier in this document.
- Selection of the Review Certification for Errors toolbar link on the Certification Guided Script window described earlier in this document
- As part of the End Certification process described later in this document.

10.19.1 Controls

This is a non-interactive process. It does not have a window associated with it, although it calls other windows.

10.19.2 Processes

This section describes the processes that take place as part of the Review Certification for Errors process.

10.19.2.1 Begin Review Certification for Errors Process

Upon starting the Review Certification for Errors process, the system will enter the following message in the review certification for errors event log:

=====

Certification error report for {participant name}

10.19.2.2 Evaluate Risk Factors

The system will check for pre-determined risk factors and assign the risk factor if the system determines that the participant meets the requirements for the risk factor.

For infants, the system will determine whether or not to assign the following risk factors.

- 103 - Underweight or at Risk of Becoming Underweight
- 114 - At Risk of Becoming Overweight
- 121 - Short Stature
- 135 - Inadequate Growth
- 141 - Low Birth Weight
- 142 - Prematurity
- 153 - Large for Gestational Age

- 201 - Low Hemoglobin/Low Hematocrit
- 211 - Elevated Blood Lead Levels
- 502 - Transfer of Certification (VOC)
- 801 - Homelessness
- 802 - Migrancy
- 904 - Environmental Tobacco Smoke Exposure

For children, the system will determine whether or not to assign the following risk factors.

- 103 - Underweight or at Risk of Becoming Underweight
- 113 - Overweight Children
- 114 - At Risk of Becoming Overweight
- 121 - Short Stature
- 135 - Inadequate Growth
- 141 - Low Birth Weight
- 142 - Prematurity
- 201 - Low Hemoglobin/Low Hematocrit
- 211 - Elevated Blood Lead Levels
- 502 - Transfer of Certification (VOC)
- 801 - Homelessness
- 802 - Migrancy
- 904 - Environmental Tobacco Smoke Exposure

For breastfeeding women, the system will determine whether or not to assign the following risk factors.

- 101 - Underweight Women
- 111 - Overweight Women
- 133 - High Maternal Weight Gain
- 201 - Low Hemoglobin/Low Hematocrit
- 211 - Elevated Blood Lead Levels
- 311 - History of Preterm Delivery
- 312 - History of Low Birth Weight
- 321 - History of Spontaneous Abortion, Fetal or Neonatal Loss
- 331 - Pregnancy at a Young Age
- 332 - Closely Spaced Pregnancies
- 337 - History of a Birth of a Large for Gestational Age Infant
- 359 - Recent Major Surgery, Trauma, Burns
- 371 - Maternal Smoking
- 502 - Transfer of Certification (VOC)
- 801 - Homelessness
- 802 - Migrancy
- 904 - Environmental Tobacco Smoke Exposure

For pregnant women, the system will determine whether or not to assign the following risk factors.

- 101 - Underweight Women
- 111 - Overweight Women
- 131 - Low Maternal Weight Gain

- 132 - Maternal Weight Loss During Pregnancy
- 133 - High Maternal Weight Gain
- 201 - Low Hemoglobin/Low Hematocrit
- 211 - Elevated Blood Lead Levels
- 311 - History of Preterm Delivery
- 312 - History of Low Birth Weight
- 321 - History of Spontaneous Abortion, Fetal or Neonatal Loss
- 331 - Pregnancy at a Young Age
- 332 - Closely Spaced Pregnancies
- 333 - High Parity and Young Age
- 334 - Lack of/or Inadequate Prenatal Care
- 335 - Multifetal Gestation
- 371 - Maternal Smoking
- 372 - Alcohol and Illegal Drug Use
- 502 - Transfer of Certification (VOC)
- 801 - Homelessness
- 802 - Migrancy
- 904 - Environmental Tobacco Smoke Exposure

For non-breastfeeding women, the system will determine whether or not to assign the following risk factors.

- 101 - Underweight Women
- 111 - Overweight Women
- 133 - High Maternal Weight Gain
- 201 - Low Hemoglobin/Low Hematocrit
- 211 - Elevated Blood Lead Levels
- 311 - History of Preterm Delivery
- 312 - History of Low Birth Weight
- 321 - History of Spontaneous Abortion, Fetal or Neonatal Loss
- 331 - Pregnancy at a Young Age
- 332 - Closely Spaced Pregnancies
- 337 - History of a Birth of a Large for Gestational Age Infant
- 359 - Recent Major Surgery, Trauma, Burns
- 371 - Maternal Smoking
- 502 - Transfer of Certification (VOC)
- 801 - Homelessness
- 802 - Migrancy
- 904 - Environmental Tobacco Smoke Exposure

10.19.2.3 Check for Demographic Information

The system will check that the required demographics information for the participant has been entered on all the tabs of the Demographic Information dialog. If the Demographic Information dialog has not been completed, the system will enter the following error message in the review certification for errors event log:

Error: No demographic information was found for current certification attempt.

Please review the Demographic Information dialog.

10.19.2.4 Check for Income Screening Contact

The system will check for an income screening contact reported at the time of the certification attempt. If an income screening contact was not created at the time of the certification attempt, the system will enter the following error message in the review certification for errors event log and will not perform further income edits:

Error: No income screening contact was found for current certification attempt.

Please review the income information on the Demographics tab of the Demographic Information dialog.

10.19.2.5 Check for Height/Weight Measurement

The system will check for a height/weight measurement contact reported at the time of the certification attempt. If a height/weight measurement contact was not created at the time of the certification attempt and any of the following criteria is met.

- The State Business Rule "[RequireHtWtIfNotPhysicallyPresent](#)" is 'Y' and the PHYSICALLYPRESENT attribute of the CERTCONTACT table is 'N'
- The State Business Rule "[RequireHtWtIfNotPhysicallyPresent](#)" is 'N' and the PHYSICALLYPRESENT attribute of the CERTCONTACT table is 'N' and the REASONNOTPRESENT attribute of the CERTCONTACT table is blank.
- Risk factor 503 (Presumptive Eligibility) is not associated with the current certification attempt, and the PHYSICALLYPRESENT attribute of the CERTCONTACT table is 'Y',

The system will enter the following error message in the review certification for errors event log:

Error: No height/weight measurement contact was found for current certification attempt.

Please review the Height/Weight tab of the Height/Weight and Blood Work window.

If a height/weight measurement was found for the current certification attempt, the system will check the measurement date of the record to determine if it is within 60 days of current system date. If the measurement date is more than 60 days previous to the current system date, the system will enter the following error message in the review certification for errors event log:

Error: Height/Weight measurement is over 60 days old.
Please review the Height/Weight tab of the Height/Weight and Blood Work window.

A height/weight measurement contact is not required at the time of the certification attempt if any of the following criteria is met.

- The State Business Rule "[RequireHtWtIfNotPhysicallyPresent](#)" is 'N' and the PHYSICALLYPRESENT attribute of the CERTCONTACT table is 'N' and the REASONNOTPRESENT attribute of the CERTCONTACT table is non-blank.
- Risk factor 503 (Presumptive Eligibility) is associated with the current certification attempt, and the PHYSICALLYPRESENT attribute of the CERTCONTACT table is 'Y'. Risk factor 503 (Presumptive Eligibility) applies to pregnant women only.

10.19.2.6 Check for Valid Blood Work Contact (Woman)

The system will check for a blood work contact reported at the time of the certification attempt. If a blood work contact was not created at the time of the certification attempt and the any of the following criteria is not met:

- The State Business Rule "[RequireBlood](#)" is "Y"
- The State Business Rule "[RequireBloodIfNotPhysicallyPresent](#)" is 'Y' and the PHYSICALLYPRESENT attribute of the CERTCONTACT table is 'N'
- The State Business Rule "[RequireBloodIfNotPhysicallyPresent](#)" is 'N' and the PHYSICALLYPRESENT attribute of the CERTCONTACT table is 'N' and the REASONNOTPRESENT attribute of the CERTCONTACT table is blank.
- Risk factor 503 (Presumptive Eligibility) is not associated with the current certification attempt, and the PHYSICALLYPRESENT attribute of the CERTCONTACT table is 'Y'. Risk factor 503 (Presumptive Eligibility) applies to pregnant women only.

The system will enter the following error message in the review certification for errors event log and will not perform further blood work edits:

Error: No blood work contact was found for current certification attempt.
Please review the Blood tab of the Height/Weight and Blood Work window.

A blood work contact is not required at the time of the certification attempt if any of the following criteria is met.

- The State Business Rule "[RequireBlood](#)" is "N", the State Business Rule "[RequireBloodIfNotPhysicallyPresent](#)" is "N" and the PHYSICALLYPRESENT attribute of the CERTCONTACT table is 'N' and the REASONNOTPRESENT attribute of the CERTCONTACT table is not blank.
- The State Business Rule "[RequireBlood](#)" is "N", the risk factor 503 (Presumptive Eligibility) is associated with the current certification attempt, and the PHYSICALLYPRESENT attribute of the CERTCONTACT table is 'Y'. Risk factor 503 (Presumptive Eligibility) applies to pregnant women only.

10.19.2.7 Check for Valid Blood Work Contact (Infant)

If the WIC Category of the participant is Infant and the participant is at least < the number of months value in the business rule [InfantBloodWork](#) > months old as of the current system date, the system will check for a blood work contact reported at the time of the certification attempt. If a blood work contact was not created at the time of the certification attempt and any of the following criteria is not met:

- The State Business Rule "[RequireBlood](#)" is "Y"
- The State Business Rule "[RequireBloodIfNotPhysicallyPresent](#)" is 'Y' and the PHYSICALLYPRESENT attribute of the CERTCONTACT table is 'N'
- The State Business Rule "[RequireBloodIfNotPhysicallyPresent](#)" is 'N' and the PHYSICALLYPRESENT attribute of the CERTCONTACT table is 'N' and the REASONNOTPRESENT attribute of the CERTCONTACT table is blank.

The system will enter the following error message in the review certification for errors event log and will not perform further blood work edits:

Error: No blood work contact was found for current certification attempt. Please review the Blood tab of the Height/Weight and Blood Work window.

A blood work contact is not required at the time of the certification attempt if any of the following criteria is met.

- The WIC Category of the participant is Infant and the participant is less than < the number of months value in the business rule [InfantBloodWork](#) > months old as of the current system date.
- The State Business Rule "[RequireBlood](#)" is "N", the State Business Rule "[RequireBloodIfNotPhysicallyPresent](#)" is "N" and the PHYSICALLYPRESENT attribute of the CERTCONTACT table is 'N' and the REASONNOTPRESENT attribute of the CERTCONTACT table is not blank.

- The State Business Rule "[RequireBlood](#)" is "N", risk factor 503 (Presumptive Eligibility) is associated with the current certification attempt, and the PHYSICALLYPRESENT attribute of the CERTCONTACT table is 'Y'.

10.19.2.8 Check for Valid Blood Work Contact (Child)

The system will check for a blood work contact reported at the time of the certification attempt. If a blood work contact was not created at the time of the certification attempt and the any of the following criteria is not met:

- The State Business Rule "[RequireBlood](#)" is "Y"
- The State Business Rule "[RequireBloodIfNotPhysicallyPresent](#)" is 'Y' and the PHYSICALLYPRESENT attribute of the CERTCONTACT table is 'N'
- The State Business Rule "[RequireBloodIfNotPhysicallyPresent](#)" is 'N' and the PHYSICALLYPRESENT attribute of the CERTCONTACT table is 'N' and the REASONNOTPRESENT attribute of the CERTCONTACT table is blank
- The State Business Rule "[ChkSubseqCert](#)" is 'Y' and the participant's most recent certification was WIC category of infant
- The State Business Rule "[ChkSubseqCert](#)" is 'Y' and the participant's most recent certification was WIC category of child and a blood work contact was not created for that certification
- The State Business Rule "[ChkSubseqCert](#)" is 'Y' and the participant's most recent certification was WIC category of child and a blood work contact was created for that certification and that blood work contact indicates anemia and the participant is currently less than two years old
- The State Business Rule "[ChkSubseqCert](#)" is 'Y' and the participant's most recent certification was WIC category of child and a blood work contact was created for that certification and that blood work contact indicates anemia and the participant is currently two years old or older and participant does not have any blood work contacts with a measurement date within the last year
- The State Business Rule "[ChkSubseqCert](#)" is 'Y' and the participant's most recent certification was WIC category of child and a blood work contact was created for that certification and that blood work contact indicates anemia and the participant is currently two years old or older and the participant's most recent blood work contact (regardless of association with a certification) indicates anemia
- The State Business Rule "[ChkSubseqCert](#)" is 'N' and the participant has a blood work contact with measurement date within the last year that is associated with a certification attempt(attempt X) and there are no certification attempts for the participant with a certification start date greater than the certification start date on attempt X.

The system will enter the following error message in the review certification for errors event log and will not perform further blood work edits:

Error: No blood work contact attached to Child certification attempt. Please review the Blood tab of the Height/Weight and Blood Work window.

If a blood work contact was not created at the time of the certification attempt and the following criteria is not met:

- The State Business Rule "[ChkSubseqCert](#)" is 'N' and participant does not have any blood work contacts with a measurement date within 90 days of current date

The system will enter the following error message in the review certification for errors event log and will not perform further blood work edits:

Error: No blood work contact was found within 90 days of current system date. Please review the Blood tab of the Height/Weight and Blood Work window.

If a blood work contact was not created at the time of the certification attempt and the any of the following criteria is not met:

- The State Business Rule "[ChkSubseqCert](#)" is 'N' and the participant has a blood work contact with measurement date within the last year that is associated with a certification attempt(attempt X) and there are more than one certification attempts for the participant with a certification start date greater than the certification start date on attempt X.

The system will enter the following error message in the review certification for errors event log and will not perform further blood work edits:

Error: Blood work contact only valid for two (2) certification attempts. Please review the Blood tab of the Height/Weight and Blood Work window.

A blood work contact is not required at the time of the certification attempt if any of the following criteria is met.

- The State Business Rule "[RequireBlood](#)" is "N", the State Business Rule "[RequireBloodIfNotPhysicallyPresent](#)" is 'N' and the PHYSICALLYPRESENT attribute of the CERTCONTACT table is 'N' and the REASONNOTPRESENT attribute of the CERTCONTACT table is not blank.

- The State Business Rule "[RequireBlood](#)" is "N" and there is an existing blood work record within 90 days of the certification start date and the blood work record does not indicate anemia.
- The State Business Rule "[ChkSubseqCert](#)" is 'Y' and the participant's most recent certification was WIC category of child and a blood work contact was created for that certification and that blood work contact does not indicate anemia
- The State Business Rule "[ChkSubseqCert](#)" is 'Y' and the participant's most recent certification was WIC category of child and a blood work contact was created for that certification and that blood work contact indicates anemia and the participant is currently two years old or older and the participant's most recent blood work contact (regardless of association with a certification) does not indicate anemia
- The State Business Rule "[ChkSubseqCert](#)" is 'N' and most recent blood work contact with measurement date within the last year does not indicate anemia
- The State Business Rule "[ChkSubseqCert](#)" is 'N' and the participant has a blood work contact with measurement date within the last year that is associated with a certification attempt(attempt X) and there is one certification attempt for the participant with a certification start date greater than the certification start date on attempt X.

10.19.2.9 Check for Child Health Information (Infant, Child)

The system will check that the required health information for the participant with the WIC Category of Infant or Child has been entered on the Child Health Information dialog. If the Child Health Information dialog has not been completed, the system will enter the following error message in the review certification for errors event log:

Error: No child health information was found for current certification attempt.

Please review the Health Information window.

10.19.2.10 Check for Woman Health Information (Pregnant)

The system will check that the required health information for the participant with the WIC Category of Pregnant has been entered on the Pregnancy Info tab of the Woman Health Information window. If the Pregnancy Info tab has not been completed, the system will enter the following error message in the review certification for errors event log:

Error: No pregnancy health information was found for current certification attempt.

Please review the Pregnancy Info tab of the Woman Health Information window.

10.19.2.11 Check for Woman Health Information (Breastfeeding, Non-breastfeeding)

The system will check that the required health information for the participant with the WIC Category of Breastfeeding or Non-breastfeeding has been entered on the Postpartum Info tab of the Woman Health Information window. If the Postpartum Info tab has not been completed, the system will enter the following error message in the review certification for errors event log:

Error: No Postpartum health information was found for current certification attempt.

Please review the Postpartum Info tab of the Woman Health Information window.

The system will then verify that infant information has been entered on the Infants Born From This Pregnancy panel from the Postpartum Info tab of the Woman Health Information window. If the infant information has not been completed for the participant, the system will enter the following error message in the review certification for errors event log:

Error: No infants found that were born from the pregnancy.

Please review the infant information for the pregnancy on the Postpartum Info tab of the Woman Health Information window.

10.19.2.12 Check for Presence of Risk Factors

The system will check for the presence of at least one (1) risk factor associated with the current certification attempt. If a qualifying risk factor is not found, the system will enter the following warning message in the review certification for errors event log:

Error: No risk factors associated with current certification.

Please review the Risk Factors/High Risk window.

10.19.2.13 Check for Referral

The system will check for the presence of at least one (1) referral to an external agency made during the current certification attempt. If a qualifying referral record is not found, the system will enter the following error message in the review certification for errors event log:

Error: No referrals found for current certification.

Please review the Referrals/Other Programs dialog.

10.19.2.14 Check for Nutrition Education Documentation

If the [NutritionEducationIsRequired](#) business rule is set to “Y”, the system will check for the presence of a nutrition education documentation made during the current certification attempt. If qualifying nutrition education documentation is not found, the system will enter the following error message in the review certification for errors event log:

Error: No nutrition education documentation found for current certification.

Please review the Nutrition Education Contact dialog.

10.19.2.15 Check for SOAP Note Documentation

If the participant is considered to be high risk and the [SOAPIsRequired](#) business rule is set to “N”, a SOAP note must be created for the participant at the time of Certification to issue benefits. The system will check for the presence of a SOAP note created during the current certification attempt. If a qualifying SOAP note is not found, the system will enter the following error message in the review certification for errors event log:

Error: No SOAP note found for current certification.

Please review the Create SOAP Note window.

10.19.2.16 Summary Information

Upon completion of the above-listed processes and if errors or warnings are found, the system will enter the following summary information in the review certification for errors event log:

XX error(s) found.

<<< Please correct the above error(s) to complete certification. >>>

Where XX is the count of errors found during the review certification for errors process.

10.19.2.17 Display Event Log

If more than one warning or more than one error was found, the system will invoke the View Event Log for Review Certification for Errors defined in the next section of this document.

If no warnings or errors were found, the system will invoke a standard message dialog with the text of "Certification information is correct."

10.19.2.18 Certification Information is Correct

Upon completion of the above-listed processes and if no errors or warnings are found, a standard message dialog is invoked with the text, "Certification Information is Correct." If invoked from the Review Certification for Errors menu item or toolbar link on the Guided Script, focus is returned to the participant's guided script. If invoked from the End Certification Process menu item or toolbar link on the Guided Script, the system will continue with the End Certification Process.

10.20 Review Certification for Errors Event Log

The Event Log - Review Certification for Errors dialog allows the user to view the results of the Review Certification for Errors process. It is automatically invoked when the review certification for errors process completes and more than one warning or more than one error was found with the certification attempt.

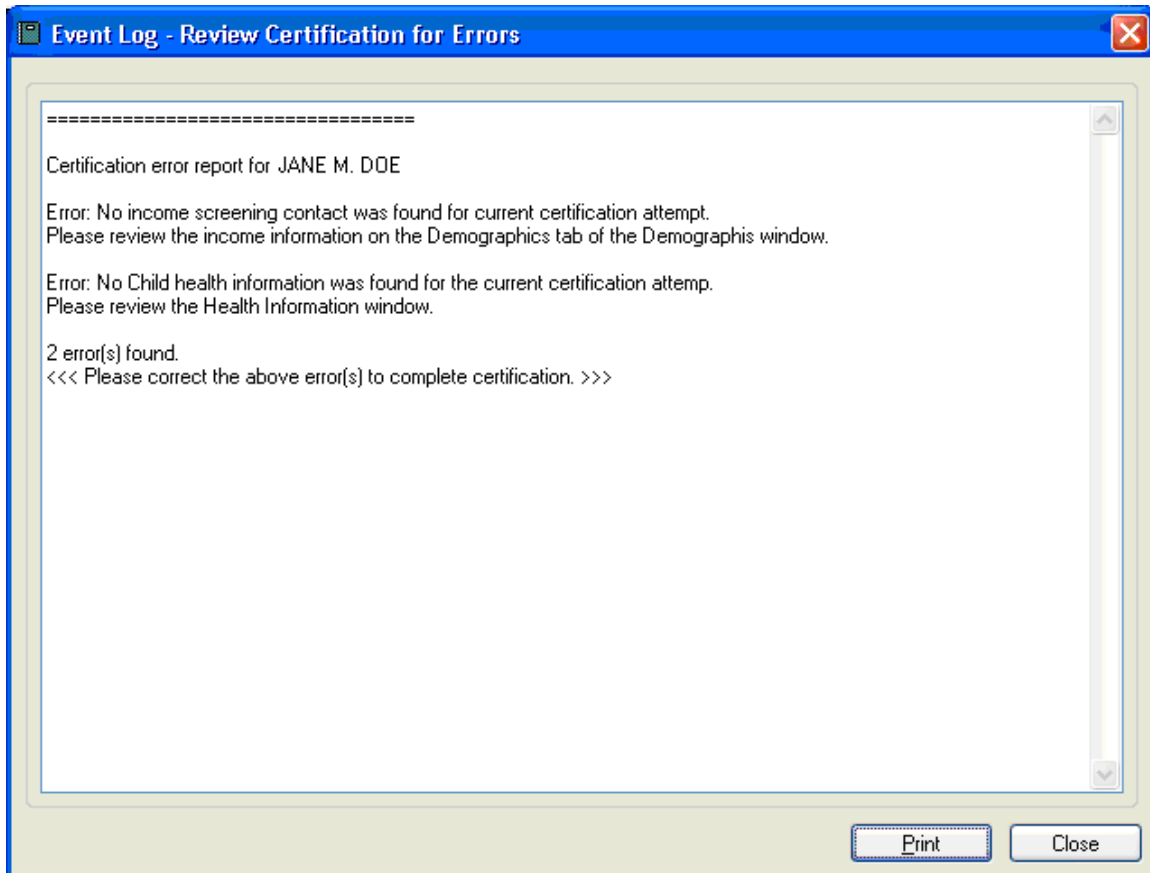


Figure 21 - Event Log - Review Certification for Errors Dialog

10.20.1 Controls

This section describes the behavior of the controls on the Event Log - Review Certification for Errors dialog.

10.20.1.1 Event Log Text Box

The control allows the user to view the contents of the event log generated during the Review Certification for Errors process. The text box is enabled when the Event Log - Review Certification for Errors dialog is active. The contents of the control are read-only. When the text exceeds the bounds of the text box, vertical and horizontal scroll bars will display.

10.20.1.2 Print Button

The control allows the user to print the contents of the Event Log text box. The Print button will be enabled if an other output printer has been defined for the current session of the workstation. It has a mnemonic of "P".

10.20.1.3 Close Button

The Close button is enabled when the Event Log - Review Certification for Errors dialog is active. Characteristics for the Close button are defined in the [Consistencies](#) chapter.

10.20.2 Processes

This section describes the processes (navigation) that take place as a result of the actions taken on the Event Log - Review Certification for Errors dialog.

10.20.2.1 Initializing the Interface

Upon initial presentation of the dialog, the title bar text will be set to "Event Log - Review Certification for Errors"

The Event Log text box will display the event log generated during the Review Certification for Errors process.

10.20.2.2 Print Event Log

Upon selection of the Print button, the system will print the contents of the event log to the currently defined other output printer (see *System Tools*).

10.21 End Certification (Process)

The End Certification process will invoke Review Certification for Errors process and complete a certification without invoking the Issue Benefits function. The End Certification process is invoked in response to the following user actions:

- Selection of the Issue Benefits menu item on the Guided Script menu described earlier in this document.
- Selection of the End Certification Process menu item on the Guided Script menu described earlier in this document.
- Selection of the End Certification Process toolbar link on the Certification Guided Script window earlier in this document.

10.21.1 Controls

This is a non-interactive process. It does not have a dialog with controls to define.

10.21.2 Processes

This section describes the processes that take place as part of the End Certification process.

10.21.2.1 Review Certification for Errors

As part of this process, the system will invoke the Review Certification for Errors process described earlier in this document.

10.21.2.2 Warn of Ineligibility

Upon successful completion of reviewing the certification for errors, if the participant is determined to be ineligible based on the information entered during the current certification attempt, the system will invoke the Mark Applicant As Ineligible dialog defined in the next section of this document. Ineligibly is based upon the following:

- Child is 5 years old
- Woman is breastfeeding 1 year or longer past delivery
- Woman is non-breastfeeding 6 months or longer past delivery
- No risk factors assigned
- Over income
- Non-residency

10.21.2.3 Determine Priority

If the participant was found to be eligible, the system will determine the assigned priority of the participant for the current certification attempt by examining all of the risk factors assigned for the current certification and determining the highest priority indicated by a risk factor.

10.21.2.4 Add Participant to Waiting List

If the system determines that the priority, category, and age of the participant are not currently being served due to a waiting list situation, the system will invoke the Add Participant to Waiting List dialog defined in Clinic, [Chapter 02 – Waiting List](#).

10.21.2.5 Certify Participant

If the priority, category, and age combination of the participant is currently being served, the system will invoke the Participant is Certified dialog defined in this document.

10.22 Mark Applicant as Ineligible

The Mark Applicant as Ineligible dialog allows the user to mark a participant as ineligible to receive WIC benefits. It is automatically invoked by the system when it determines that the participant is ineligible (categorical, income, or residency) based on the following information and user action:

- Based on the demographic information entered on the Demographic Information dialog when the user selects the OK button as described earlier in this document.
- Based on the health information entered on the Woman Health Information dialog when the user selects the OK button as described earlier in *Chapter E – Health Information*.
- Based on the information entered during the current certification attempt as part of the End Certification process defined in this document.

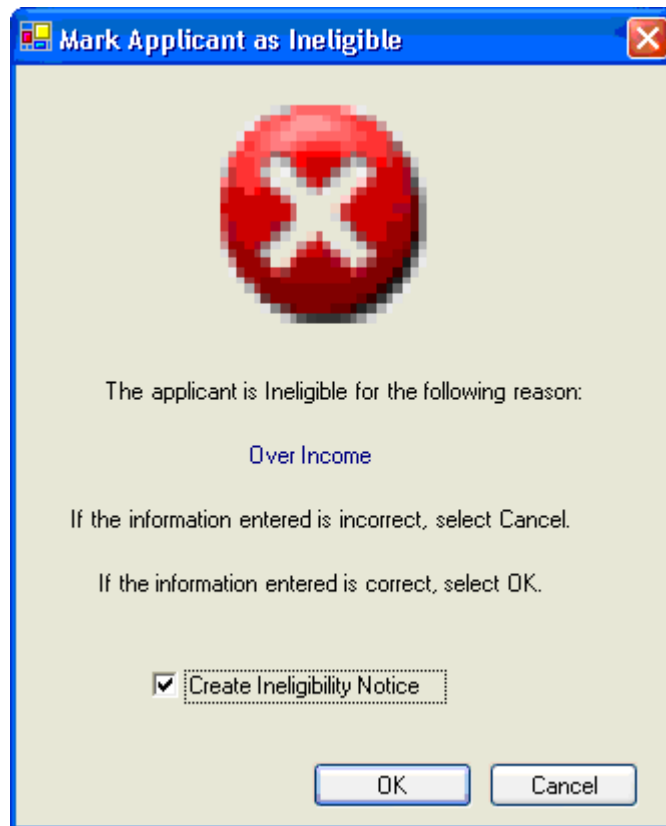


Figure 22 - Mark Applicant as Ineligible Dialog

10.22.1 Controls

This section describes the behavior of the controls on the Mark Applicant as Ineligible dialog.

10.22.1.1 Ineligibility Reason Value Label

The control allows the user to view the reason why the participant was found to be ineligible to receive WIC benefits. The value label contains the reason why the participant was found to be ineligible by the End of Certification process or upon exit from the Demographic Information dialog. It will display in the inverse color of the window.

10.22.1.2 Create Ineligibility Notice Check Box

The control allows the user to generate an ineligibility notice for the participant. The check box is enabled when the dialog is active.

10.22.1.3 OK Button

The OK button is enabled when the Mark Applicant as Ineligible dialog is active. (See the Edits and Saving the Data in the Processing section below). Characteristics for the OK button are defined in the [Consistencies](#) chapter.

10.22.1.4 Cancel Button

The Cancel button is enabled when the Mark Applicant as Ineligible dialog is active. (See *Cancel* in the Processing section below). Characteristics for the Cancel button are defined in the [Consistencies](#) chapter.

10.22.2 Processes

This section describes the processes (navigation) that take place as a result of the actions taken on the Mark Applicant as Ineligible dialog.

10.22.2.1 Initializing the Interface

Upon initial display of the dialog, the title bar text will be set to "Mark Applicant as Ineligible"

The Dialog will display a Stop Sign indicator

The text "The applicant is Ineligible for the following reason:"

The reason the applicant is ineligible will be displayed in the inverse color of the form.

The message text, "If this information is correct, select the OK button."

The Create Ineligibility Notice is initially checked.

10.22.2.2 Edits

There are no edits performed on the Mark Applicant as Ineligible dialog.

10.22.2.3 Saving the Data

Upon selection of the OK button, the system will populate the CertContact.CertIneligibilityReason with the value as determined by the system for the ineligibility reason

The system will populate the CertContact.CertIneligibilityDate with the current system date.

The system will dismiss the Mark Applicant as Ineligible dialog

The system will complete and close the Certification Guided Script window and return to the participant's folder.

The system will remove the GSControl record for the certification attempt.

10.22.2.4 Cancel

Upon selection of the Cancel button, the system will dismiss the Mark Applicant as Ineligible dialog without marking the applicant as ineligible and return to the calling window.

10.22.2.5 Create Ineligibility Notice

Upon selection of the OK button, if Create Ineligibility Notice is checked, if the Household.CorrespondenceLanguage = 'S' (Spanish), the system generates the Ineligibility Notice in Spanish defined in [System Outputs Chapter 01 – System Outputs](#).

If the Household.CorrespondenceLanguage = 'E' (English) the system generates the Ineligibility Notice in English defined in [System Outputs Chapter 01 – System Outputs](#).

The system sends the generated notice to the other output printer (see System Tools).

10.22.2.6 Work with Another Household Member Certification

Upon selection of the OK button, if other household members have not completed their certification attempts the system will invoke the Work with Another Household Member dialog defined in [Common Interface Panels Chapter B – Work with Another Household Member](#) to allow the user to complete certification for other household members.

10.22.2.7 Capture Staff Member's Electronic Signature

If the [CLN_CaptureStaffSignature](#) business rule is set to “Y”, upon selection of the OK button, the Capture Staff Electronic Signature dialog as described in section of this document displays.

10.23 Capture Staff Electronic Signature

The Capture Staff Electronic Signature dialog allows the user to capture an electronic copy of the staff member's signature. It is automatically invoked by the system if the [CLN CaptureStaffSignature](#) business rule is set to "Y" and when a participant is certified as ineligible or when the participant is certified and their signature is captured on the Capture Electronic Signature for Rights and Responsibilities dialog.

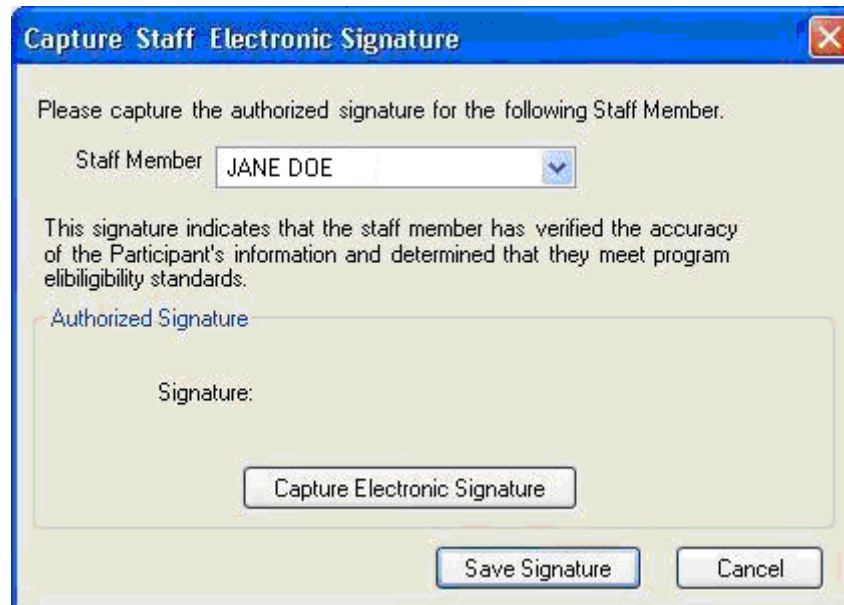


Figure 23 - Capture Staff Electronic Signature

10.23.1 Controls

This section describes the behavior of the controls on the dialog.

10.23.1.1 Staff Member dropdown

The dropdown will be enabled when the dialog is active. It will display a list of all staff members in alphabetic order.

The default selection is the name of the staff member currently logged in to the application.

10.23.1.2 Electronic Signature Picture Box and Value Label

The control allows the user to view the electronic signature after it is captured on the digital signature pad. The value in the control is read-only.

10.23.1.3 Capture Electronic Signature Button

The Capture Electronic Signature button is enabled when dialog is active. It has a mnemonic of "C".

10.23.1.4 Save Signature Button

The Save Signature button is enabled when the dialog is active. It has a mnemonic of "S".

10.23.1.5 Cancel Button

The Cancel button is enabled when the dialog is active. Characteristics for the Cancel button are defined in the [Consistencies](#) chapter.

10.23.2 Processes

This section describes the processes (navigation) that take place as a result of the actions taken on the dialog.

10.23.2.1 Initializing the Interface

Upon initial display of the dialog, the title bar text is set to "Capture Staff Electronic Signature".

The Staff Member dropdown will default to the name of the staff member currently logged in to the application.

10.23.2.2 Edits

Upon selection of the Save Signature button, if the Electronic Signature picture box does not contain a signature the system will invoke a standard message with the text "Form must be signed to proceed further."

10.23.2.3 Capture Electronic Signature

Upon selection of the Capture Electronic Signature button, the system will invoke the eSign Signature Capture dialog as described in section 10.26 of this document.

10.23.2.4 Save Signature and Continue

Upon successful completion of the above-listed edits, the system will save the electronic signature information to the database and will return to the calling window.

10.23.2.5 Cancel

Upon selection of the Cancel button, the system will dismiss the dialog without saving the signature and will return to the Certification.

10.24 Applicant is Certified

The Applicant is Certified dialog allows the user to confirm the priority at which an applicant will be certified. It is automatically invoked when the system determines that the priority, category, and age of the applicant are currently being served during the End Certification process defined in this document.

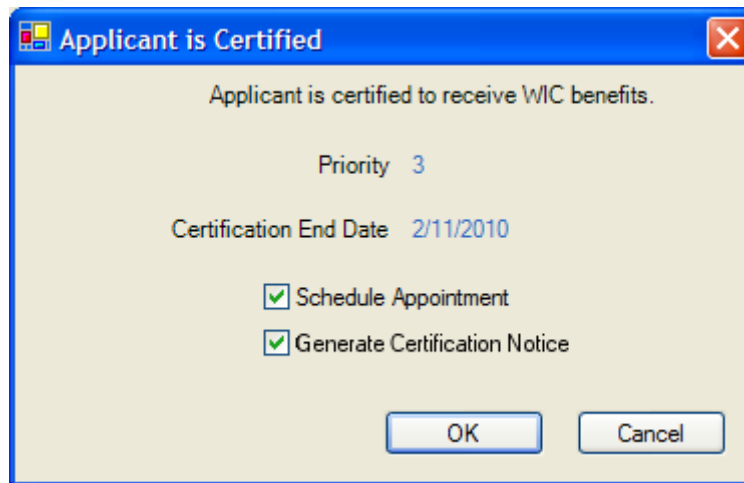


Figure 24 - Applicant is Certified Dialog

10.24.1 Controls

This section describes the behavior of the controls on the Applicant is Certified dialog.

10.24.1.1 Priority Text and Value Label

The control allows the user to view the priority at which the participant will be certified. The value label contains the priority determined for the participant by the End of Certification process. It will display in the inverse color of the window.

10.24.1.2 Certification End Date Text and Value Label

The control allows the user to view the date on which the participant will be due for subsequent certification. The value label contains the subsequent certification due date determined for the participant by the End of Certification process. The date will display in MM/DD/CCYY format. It will display in the inverse color of the form.

10.24.1.3 Schedule Appointment Check Box

The control allows the user to schedule an appointment for the members of the current household. The check box is enabled when the Applicant is Certified dialog is active and the logged-on user has the appropriate permissions (Appointments.Add or FullControl) to schedule appointments.

10.24.1.4 Generate Certification Notice Check Box

The control allows the user to indicate that a certification notice should be generated for the participant. The check box is visible when the state business rule [CERT NOTICE AUTOMATICPRINT](#) = N. When visible, it is enabled when the Applicant is Certified dialog is active.

10.24.1.5 OK Button

The OK button is enabled when the Applicant is Certified dialog is active (See the *Edits* and *Saving the Data* in the Processing section below). Characteristics for the OK button are defined in the [Consistencies](#) chapter.

10.24.1.6 Cancel Button

The Cancel button is enabled when the Applicant is Certified dialog is active (See *Cancel* in the Processing section below). Characteristics for the Cancel button are defined in the [Consistencies](#) chapter.

10.24.2 Processes

This section describes the processes (navigation) that take place as a result of the actions taken on the Applicant is Certified dialog.

10.24.2.1 Initializing the Interface

Upon initial display of the dialog, the title bar text is set to "Applicant is Certified".

The text "Applicant is certified to receive WIC benefits" is displayed.

The Priority label value displays the priority set for the participant.

The Certification End Date label value is set to the subsequent certification due date determined for the participant by the End of Certification process.

The Schedule Appointment check box is initially checked.

The Generate Certification Notice check box is initially checked.

10.24.2.2 Determine Certification End Date

The system determines the certification end date for the participant depending upon the WIC Category of the participant and any active business rules.

Infant

When the [1YrInfantCert](#) business rule is not active, the certification end date for an Infant will be the current system date plus 6 months.

When the [1YrInfantCert](#) business rule is active and the Infant is less than 6 months old, the certification end date will be adjusted to the date of birth of the participant plus 1 year (the date they will become a year old).

When the [1YrInfantCert](#) business rule is active and the Infant is 6 months old or older, the certification end date will be adjusted to the current system date plus 6 months.

When the [EndCertBeforeWeekend](#) business rule is active and the certification end date falls on a Saturday or a Sunday, the certification end date will be adjusted to the Friday that falls before that weekend.

Child

The certification end date for a Child will be the current system date plus 6 months.

When this date falls after the 5th birthday of the Child, the certification end date will be adjusted to the day before the 5th birthday of the Child. If the [CertToMonthEnd](#) business rule is also active at this point, the certification end date will be adjusted to the last day of the month in which the Child turns 5 years old.

When the [EndCertBeforeWeekend](#) business rule is active and the certification end date falls on a Saturday or a Sunday, the certification end date will be adjusted to the Friday that falls before that weekend.

Pregnant

The certification end date for a pregnant woman will be their expected delivery date plus 6 weeks.

When the [EndCertBeforeWeekend](#) business rule is active and the certification end date falls on a Saturday or a Sunday, the certification end date will be adjusted to the Friday that falls before that weekend.

Breastfeeding

The certification end date for a Breastfeeding woman will be 1 year from her actual delivery date.

When the [CertToMonthEnd](#) business rule is active, the certification end date will be adjusted to the last day of the month.

When the [EndCertBeforeWeekend](#) business rule is active and the certification end date falls on a Saturday or a Sunday, the certification end date will be adjusted to the Friday that falls before that weekend.

Non-breastfeeding

The certification end date for a Non-breastfeeding woman will be the 6 months from the Actual Delivery Date.

When the [CertToMonthEnd](#) business rule is active, the certification end date will be adjusted to the last day of the month.

When the [EndCertBeforeWeekend](#) business rule is active and the certification end date falls on a Saturday or a Sunday, the certification end date will be adjusted to the Friday that falls before that weekend.

10.24.2.3 Certify Participant

Upon selection of the OK button, the system will update the Cert-Effective-Date, Cert-End-Date, Cert-Assigned-Priority, Cert-Agency and Cert-ServiceSite-ID columns of the new CERT-CONTACT table with the certification end date and assigned priority calculated for the certification attempt of the participant. The following columns of the Member table will be updated.

- ValidCertification
- WICStatus
- CertStartDate
- CertificationDueDate
- CategoricallyIneligibilityDate
- WaitListBeginDate
- Terminated
- TerminatedDate

- QueuedIneligibilityNotice
- QueuedIneligibilityDate

If the participant was in a current certification, the certification end date for the that CERT-CONTACT table is updated to the value of the current date, ending the previous certification period. The system will then remove the GSControl record for the certification. If the participant is not currently displayed in the participant list, the system will place the participant in the participant list grid.

10.24.2.4 Work with Another Household Member Certification

Upon selection of the OK button, if other household members have not completed their certification attempts the system will invoke the Work with Another Household Member dialog defined in [Common Interface Panels Chapter B – Work with Another Household Member](#) to allow the user to complete certification for other household members.

10.24.2.5 Schedule Appointment

Upon selection of the OK button, if the Schedule Appointment check box is marked, the system will invoke the Select Appointments to Schedule dialog defined in [Clinic Chapter 8 – Appointment Scheduling](#).

10.24.2.6 Create Certification Notice

Upon selection of the OK button, if Generate Certification Notice is selected or the state business rule [CERT NOTICE AUTOMATICPRINT](#) = Y, and the OK button is clicked,

- If the Household.CorrespondenceLanguage = 'S' (Spanish), the system generates the Certification Notice in Spanish defined in [System Outputs Chapter 01 – System Outputs](#).
- If the Household.CorrespondenceLanguage = 'E' (English) the system generates the Certification Notice in English defined in [System Outputs Chapter 01 – System Outputs](#).

The system sends the generated notice to the other output printer (see System Tools).

10.24.2.7 Capture Electronic Signature

Upon selection of the OK button, if household members have completed their certification attempts and the system is configured to capture an electronic signature for the Rights and Responsibilities statement, the system will invoke the Capture Electronic Signature for Rights and Responsibilities dialog defined in this document.

10.24.2.8 Cancel

Upon selection of the Cancel button, focus is returned to the Certification Guided Script window.

10.25 Capture Electronic Signature for Rights and Responsibilities

The Capture Electronic Signature for Rights and Responsibilities dialog allows the user to capture an electronic copy of the participant's signature for the Rights and Responsibilities statement on the Certification Notice document. It is automatically invoked by the system after a participant is certified when an authorized signature is required for the Rights and Responsibilities statement.

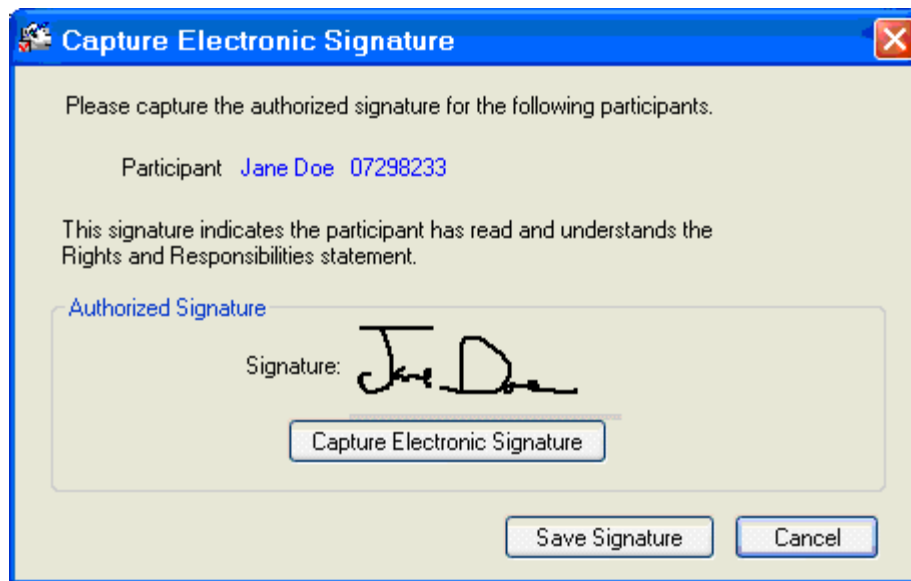


Figure 25 - Capture Electronic Signature for Rights and Responsibilities Dialog with Signature

10.25.1 Controls

This section describes the behavior of the controls on the Capture Electronic Signature for Rights and Responsibilities dialog.

10.25.1.1 Participant Text and Label Value

The control will display the Member.FirstName Member.MiddleInitial. Member.LastName of the participant who has been certified and require an electronic signature for their Rights and Responsibilities statement. The data value is read-only and will display in the inverse color of the form.

10.25.1.2 Electronic Signature Picture Box and Value Label

The control allows the user to view the electronic signature for the participant after it is captured on the digital signature pad. The value in the control is read-only.

10.25.1.3 Capture Electronic Signature Button

The Capture Electronic Signature button is enabled when the Capture Electronic Signature for Rights and Responsibilities dialog is active. It has a mnemonic of "C".

10.25.1.4 Save Signature Button

The Save Signature button is enabled when the Capture Electronic Signature for Rights and Responsibilities dialog is active. It has a mnemonic of "S".

10.25.1.5 Cancel Button

The Cancel button is enabled when the Capture Electronic Signature for Rights and Responsibilities dialog is active. Characteristics for the Cancel button are defined in the [Consistencies](#) chapter.

10.25.2 Processes

This section describes the processes (navigation) that take place as a result of the actions taken on the Capture Electronic Signature for Rights and Responsibilities dialog.

10.25.2.1 Initializing the Interface

Upon initial display of the dialog, the title bar text is set to "Capture Electronic Signature"

The Participant value will display the Member.FirstName Member.MiddleInitial. Member.LastName of the participant.

The Electronic Signature picture box will display as follows:

The system will verify if a valid certification exists for the associated HouseholdID with a CertContact.CertEffectiveDate equal to the current system date. If yes, the system will associate the SignatureID for the last certification within the Household completed on the current system date and display the previously saved Signature.

Otherwise, the value is initially blank.

10.25.2.2 Edits

Upon selection of the Save Signature button, if the Electronic Signature picture box does not contain a signature the system will invoke a standard message with the text "Form must be signed to proceed further."

10.25.2.3 Capture Participant Signature

Upon selection of the Capture Signature button, the system will activate the digital signature pad.

The signature pad will display the participant names listed on the Capture Electronic Signature for Rights and Responsibilities dialog so the participant can verify which participants require a signature for their Rights and Responsibilities Form.

The signature pad will also display a message that explains to the participant that their signature indicates they have read the Rights and Responsibilities statement and they agree to follow the rules listed in that document. Once the participant scrolls through all of the information the digital signature pad will prompt them for their signature. This invokes the eSign Signature Capture dialog defined in this document.

10.25.2.4 Save Signature and Continue

Upon successful completion of the above-listed edits, the system will save the electronic signature information to the database. If the [CLN_CaptureStaffSignature](#) business rule is set to “Y”, the system will also will invoke the Capture Staff Electronic Signature dialog described in section 10.23 of this document.

10.25.2.5 Cancel

Upon selection of the Cancel button, the system will dismiss the dialog without saving the signature and will return to the Certification.

10.26 eSign Signature Capture

The eSign Signature Capture dialog allows the user to view the participant's signature as it is entered on the digital signature pad. It is invoked when the user selects the Capture Electronic Signature button on the Capture Electronic Signature for Rights and Responsibilities dialog.



Figure 26 - eSign Signature Capture Dialog

10.26.1 Controls

This section describes the behavior of the controls on the eSign Signature Capture dialog.

10.26.1.1 Participant Signature Display Box

The control allows the user to view the signature that was recorded on the digital signature pad. The value in the box is read only.

10.26.1.2 Clear Button

The Clear button is enabled when the eSign Signature Capture dialog is active. It has a mnemonic of "C".

10.26.1.3 OK Button

The OK button is enabled when the eSign Signature Capture dialog is active. Characteristics for the OK button are defined in the [Consistencies](#) chapter.

10.26.1.4 Cancel Button

The Cancel button is enabled when the eSign Signature Capture dialog is active. Characteristics for the Cancel button are defined in the [Consistencies](#) chapter.

10.26.2 Processes

This section describes the processes (navigation) that take place as a result of the actions taken on the eSign Signature Capture dialog.

10.26.2.1 Initializing the Interface

Upon initial display of the dialog, the title bar text is set to "eSign Signature Capture"

The Participant Signature display box will initially be empty.

10.26.2.2 Edits

Upon selection of the OK button the system will close the eSign Signature Capture dialog and pass the electronic signature information back to the calling dialog.

10.26.2.3 Clear Signature

Upon selection of the Clear button the system will discard the signature information that was captured on the digital signature pad without closing the dialog. This allows the participant to enter their signature again when mistakes are made.